
OVERVIEW

Welcome to the City of Buckeye's Vendor Self Service (VSS). VSS gives you web-based access to your personal information and records. Purchase orders, invoices, bids, contracts, 1099s and accounts payable check information are all available online. You also have the ability to update your profile including address, contact information, W-9, Insurance Certificates, and commodities information.

FOR EXISTING VENDORS:

If you are an existing vendor, you can register and gain access to the information stated in the overview. You must have your VSS vendor number in order to register and access your profile. You must obtain this number from the letter that was sent to you or from the Construction and Contracting Division by e-mailing purchasing@buckeyeaz.gov or calling Tyra Bell at 623-349-6174.

Before you can successfully use this feature:

- Access Vendor Self Service by going to <https://selfservice.buckeyeaz.gov/MSS>
- Your Vendor Number, obtained from the Construction & Contracting Division
- Turn your CAPS LOCK on. Enter everything in CAPS
- Have your completed and signed W-9 Form ready to submit or upload

FOR PROSPECTIVE VENDORS:

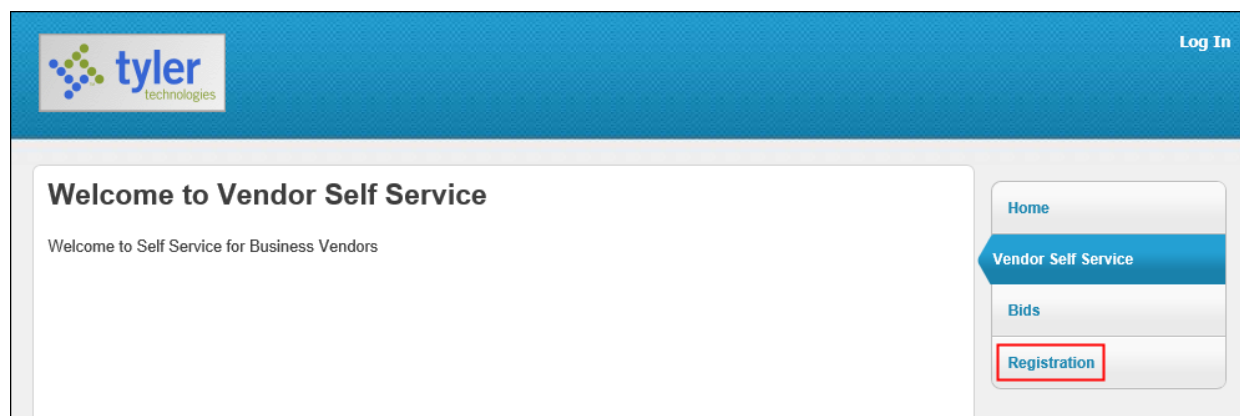
If you are a prospective vendor, you must complete the registration process through VSS. We must receive your W-9 prior to reviewing and validating your registration. We prefer documents (W-9, Certificates, etc.) to be attached using VSS, but you may also submit them by e-mail, fax, or USPS. Upon review and validation of the information you have provided, the City's Construction and Contracting Division will set your record status to Active in VSS.

Before you can successfully use this feature:

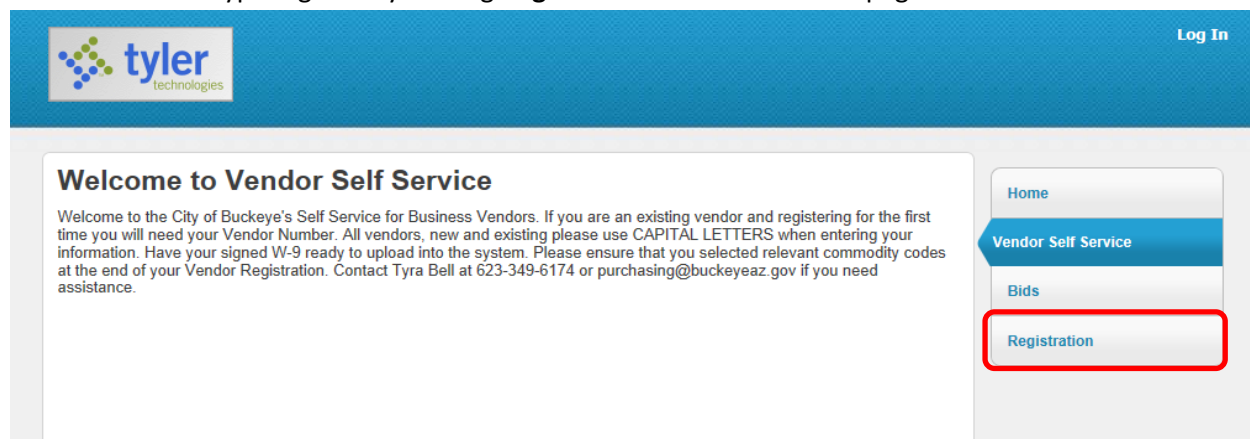
- Turn your CAPS LOCK on. Enter everything in CAPS
- Have your completed and signed W-9 Form ready to submit or upload

VENDOR REGISTRATION

Prospective vendors who do not exist in our database, as well as existing vendors, must register to gain access to Vendor Self Service. Enter the link to VSS <https://selfservice.buckeyeaz.gov/MSS> in your web browser and click on **Vendor Self Service**.

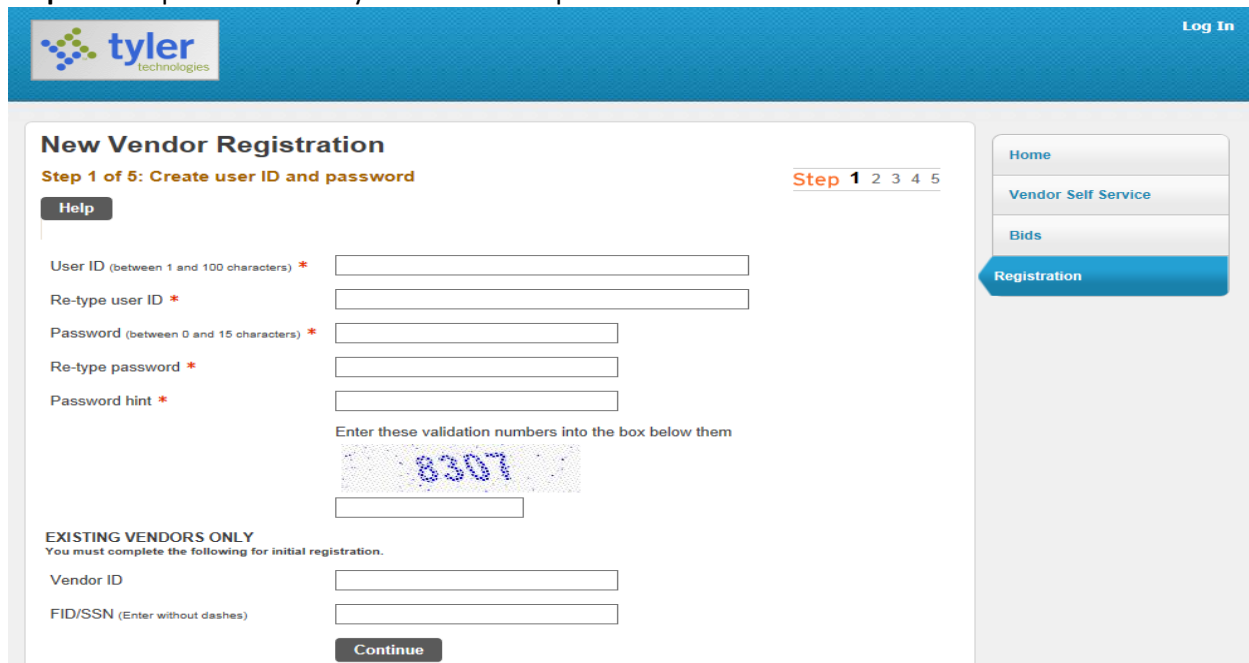


Vendor of either type register by clicking **Registration** on the VSS home page.



Registration is a five step process. Vendor Self Service displays the number of steps in the process, with the current step displayed in **bold type**. Vendor Self Service does not save any information entered in the fields on any page until the registration is complete. If you leave the registration process before completing all of the steps, all of the information entered is discarded and you must start again.

Step 1 - This process defines your user ID and password information.



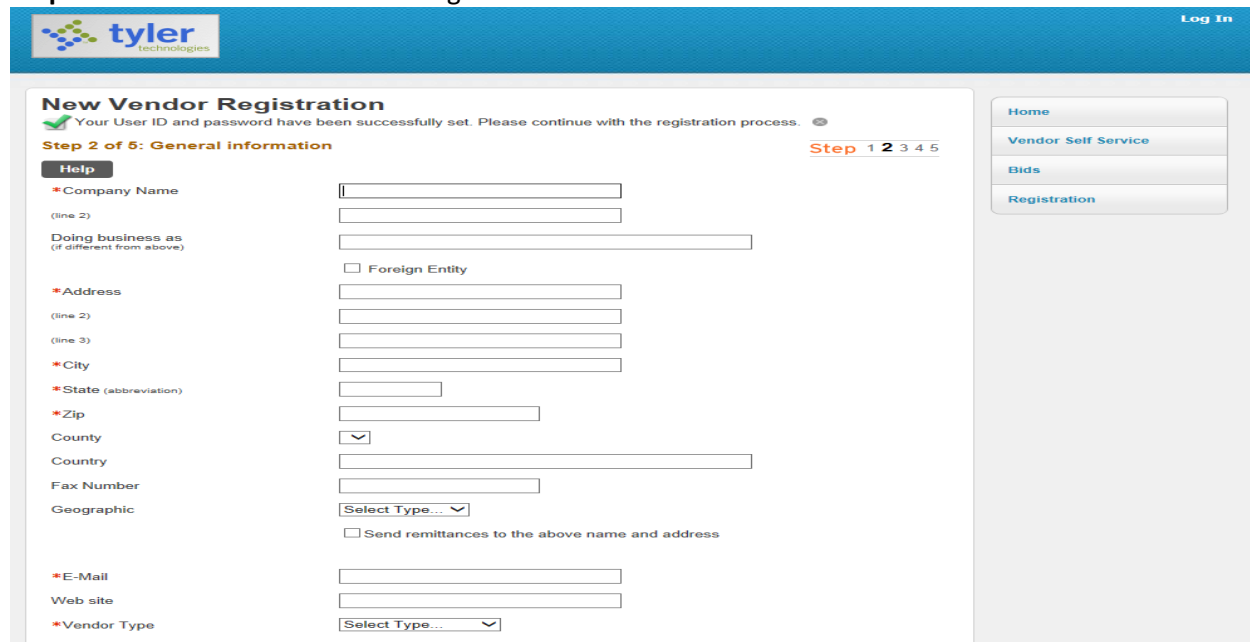
You can use the following table as a reference in completing this screen.

Field	Description
User ID	This box contains your VSS login name. ID must be unique and cannot be more than 20 characters in length.
Password	You must enter and then retype a login password in the boxes. <ul style="list-style-type: none"> • Password must be at least 8 characters long. • Password can be a maximum of 15 characters. • Password must contain at least 1 numeric character. • Password must consist of upper and lower case letters.
Password Hint	Enter a hint used to assist you in remembering your password. The hint cannot be the same as your password. VSS sends this hint to you in an email if you click Forgot Password on the login page.
CAPTCHA	This box is used as part of a verification process to protect the database (Completely Automated Public Turning Test to Tell Computers and Humans Apart). You must enter the number shown in the box.

ONLY vendors who already exist in our database must complete the boxes in the Existing Vendors Only section. Existing vendors must also enter their Vendor ID and Federal Identification Number or Social Security number. The City's Construction and Contracting Division has provided or will provide you with your Vendor ID.

Select **Continue** to complete Step 1.

Step 2 – You must enter the following information in the fields.



The screenshot shows the 'New Vendor Registration' page for Tyler Technologies. It is Step 2 of 5: General information. The page has a blue header with the Tyler Technologies logo and a 'Log In' link. A success message states: 'Your User ID and password have been successfully set. Please continue with the registration process.' A progress bar shows steps 1 through 5, with step 2 highlighted. On the right, there is a sidebar with links: Home, Vendor Self Service, Bids, and Registration. The main form area contains the following fields:

- *Company Name**: Text input field.
- (line 2)**: Text input field.
- Doing business as (if different from above)**: Text input field.
- ☐ **Foreign Entity**: Check box.
- *Address**: Text input field.
- (line 2)**: Text input field.
- (line 3)**: Text input field.
- *City**: Text input field.
- *State (abbreviation)**: Text input field.
- *Zip**: Text input field.
- County**: Dropdown menu.
- Country**: Text input field.
- Fax Number**: Text input field.
- Geographic**: Dropdown menu labeled 'Select Type...'. Below it is a checkbox labeled 'Send remittances to the above name and address'.
- *E-Mail**: Text input field.
- Web site**: Text input field.
- *Vendor Type**: Dropdown menu labeled 'Select Type...'.

Field	Description
Name	Enter your name or business name. Sole Proprietors shall enter their last name, first name.
Doing Business As	Enter your Doing Business As (DBA) name, if applicable.
Foreign Entity	When selected, this check box indicates that you are a foreign entity.
Address	Enter your main address. You must use a two-letter State postal abbreviation code in this box.
City	
State	
Zip	
County	Skip this box.
Country	Enter your Country.
Fax Number	Enter your fax number, if applicable.
Geographic Code	Skip this box.
Send Remittance to the Above Name and Address	If you check this box VSS will enter the values from the mailing address as the default values in the boxes in Step 3 of the registration process.
E-Mail	Enter your primary e-mail address. All notifications and alerts, such as registration confirmation messages or password hints, are sent to this e-mail address. Additional e-mail addresses for contact persons are defined later in the registration process.
Web Site	Enter your company's web site URL.
Vendor Type	Select the correct type code from the drop down selection. If no type code is selected you cannot complete the registration process.

Minority Business Entity (MBE)

MBE Classifications
(select all that apply)

☐ Is Minority Business Enterprise

☐ DISADVANTAGE BUSINESS ENTERPRISE

☒ General

0 certifications [manage](#)

☐ SMALL BUSINESS ENTERPRISE

Enter a Federal Tax ID Number or Social Security Number

*

*FID/SSN

*Re-type FID/SSN

Payment Terms

Discount Percentage

Days to Discount

Days to Net

Your preferred payables delivery method(s).

☒ Mail ☐ E-Mail

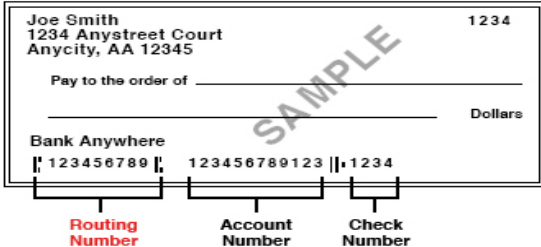
Your preferred purchasing delivery method(s).

☒ Mail ☐ E-Mail

Field	Description
Minority Business Entity (MBE)	
Is Minority Business Enterprise	Selecting this check box indicates that you are a Minority Business Enterprise.
MBE Classification	You can select one or more of the check boxes, but the "General" check box is always selected and cannot be unchecked.
Manage	This is where you would click to see your certificates after they are uploaded later in the registration process.
Enter a Federal Tax ID Number or Social Security Number	
	You are required to enter your FID (Federal Tax Identification) or SSN (Social Security Number). VSS automatically completes these fields for existing vendors who enter vendor ID and FID/SSN numbers during Step 1.
Payment Terms	
Discount Percentage	This box defines the discount percentage you extend to the City.
Days to Discount	This box contains the number of days within which payment must be received in order for the City to claim the discount percentage.
Days to Net	This box defines the number of days that you allow before requiring net

	payment.
Your Preferred Payables Delivery Method	These check boxes determine your preferred delivery method for payables and purchasing documents.
Your Preferred Purchasing Delivery Method	

Bank Information



Routing Number Account Number Check Number

Bank Routing Number

Bank Account Number

Bank Account Type Checking ▾

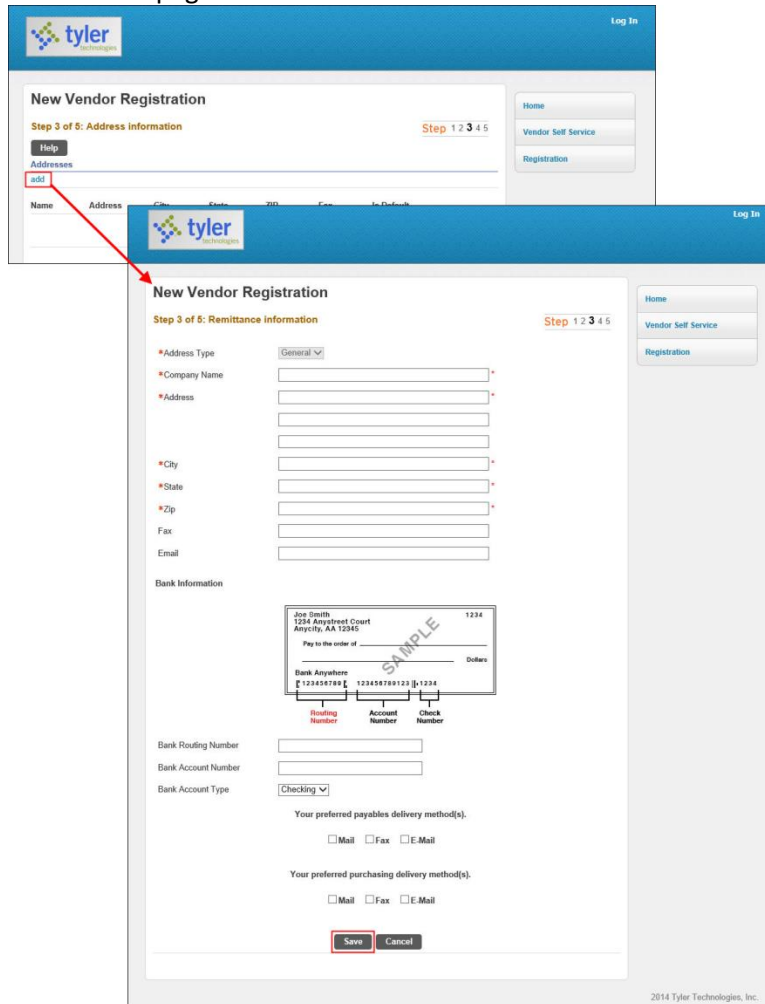
Continue

Currently the City is issuing checks for payment of invoices, but in the foreseeable future we will be moving to electronic payment of invoices.

Field	Description
Bank Information	
Bank Routing Number	Enter the routing number of the bank account to which payments made to the vendor should be sent.
Bank Account Number	Enter your account number.
Bank Account Type	Select the correct type code from the drop down selection. Checking or savings.

Select **Continue** to complete Step 3.

Step 3 – Requires you to enter address information. If you selected the **Send Remittance to the Above Name and Address** check box during step two, VSS automatically enters the first address record. If the check box was not selected, the Addresses table is blank. You must click **Add** to create a new address record, which displays the Remittance information page.



The top screenshot shows the 'New Vendor Registration' page at 'Step 3 of 5: Address Information'. It includes a table for 'Addresses' with an 'Add' button highlighted by a red arrow. The bottom screenshot shows the 'New Vendor Registration' page at 'Step 3 of 5: Remittance Information'. It includes fields for Address Type, Company Name, Address, City, State, Zip, Fax, and Email. It also has a 'Bank Information' section with a sample check image, Bank Routing Number, Bank Account Number, and Bank Account Type. There are checkboxes for preferred payables and purchasing delivery methods (Mail, Fax, E-Mail) and 'Save' and 'Cancel' buttons at the bottom.

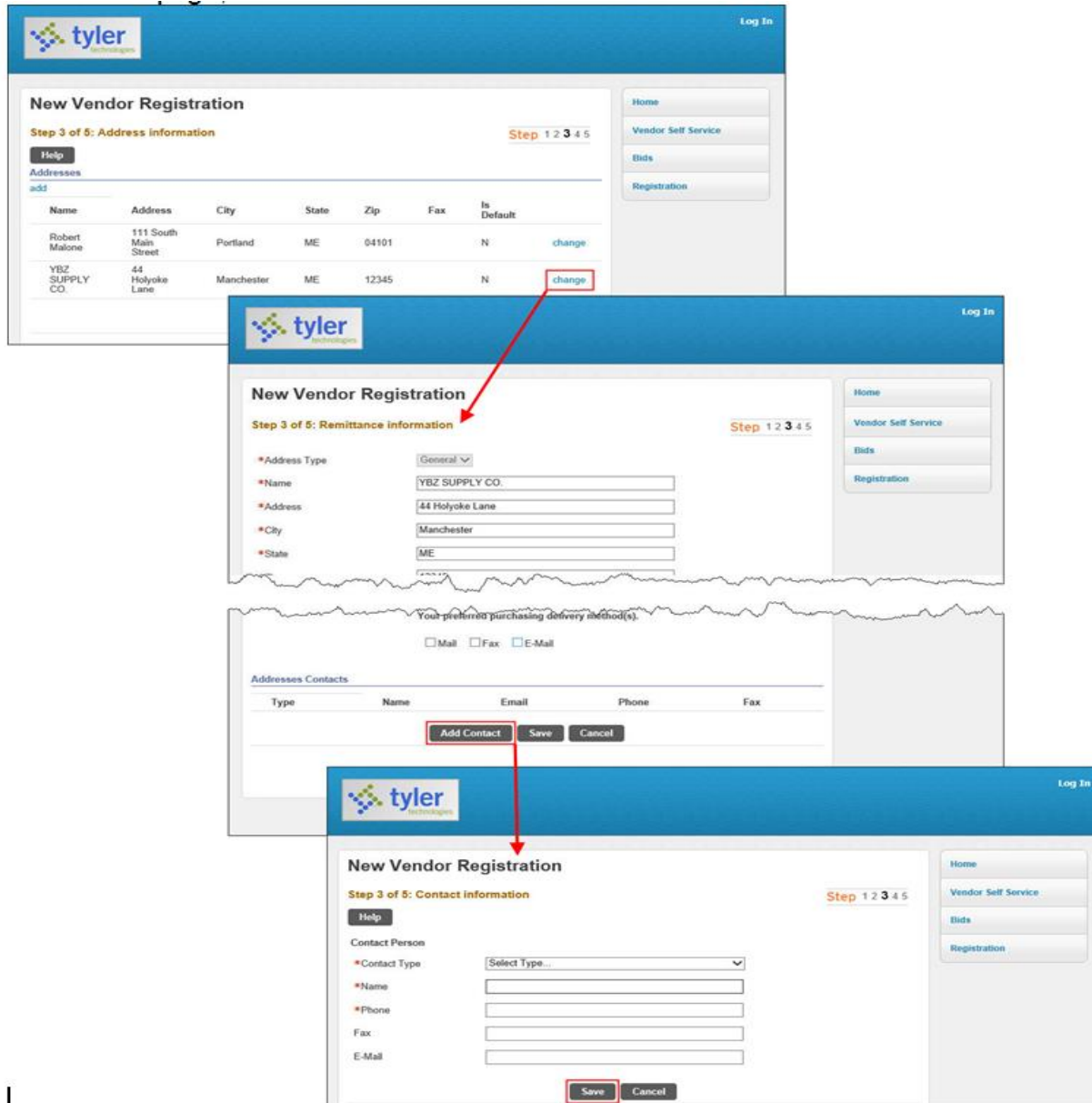
You must complete the following fields.

Field	Description
Address Type	This list determines the type code of the entered address.
Name	This box defines the name that appears on items sent to this remit address.
Address	These boxes define the remit mailing address.
City	
State	
Zip	
Fax	This box contains the fax number for the remit address.
E-Mail	This box defines the e-mail address used for the remit address.

Clicking **Save** after entry of an address record returns the Address Information page, where the new address record has been added to the table.

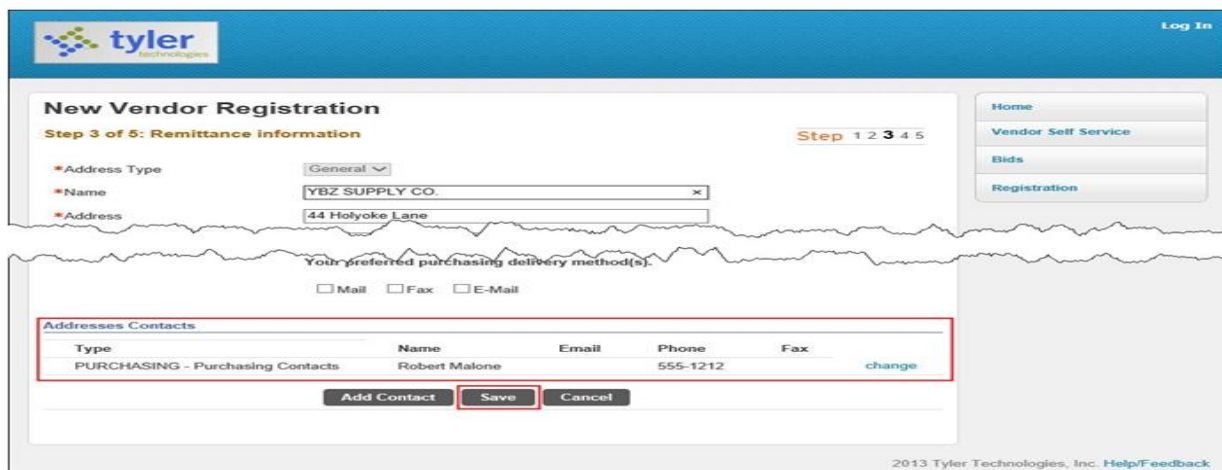
Add individual contacts for an address record by clicking **Change**, which opens the Remittance information page.

Clicking on the **Add Contact** button on the Remittance information page opens the Contact Information page, where you can create contact records for the address.

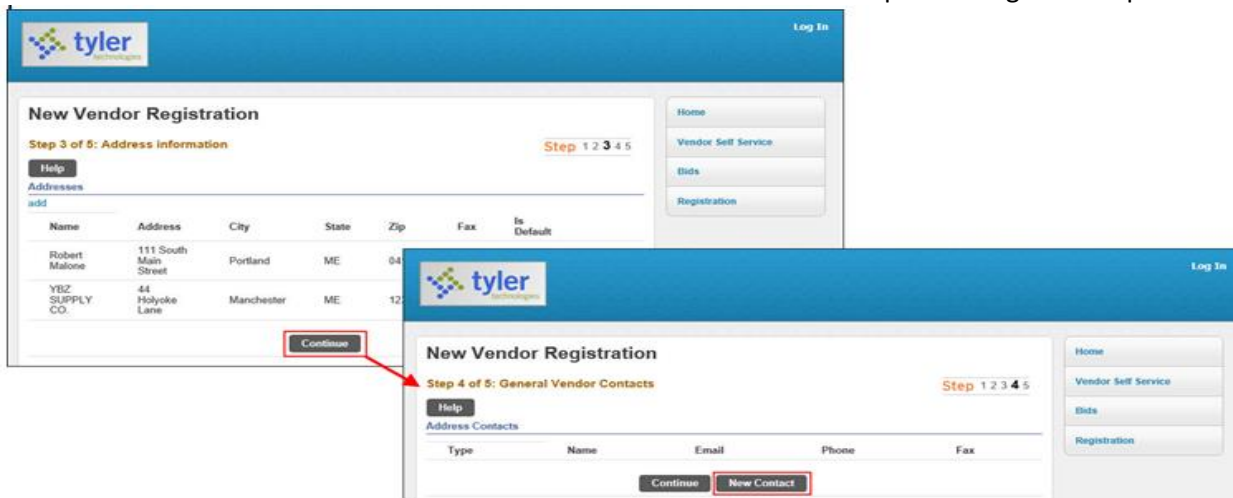


The following information must be completed on the Contact Information screen in order to create a contact.

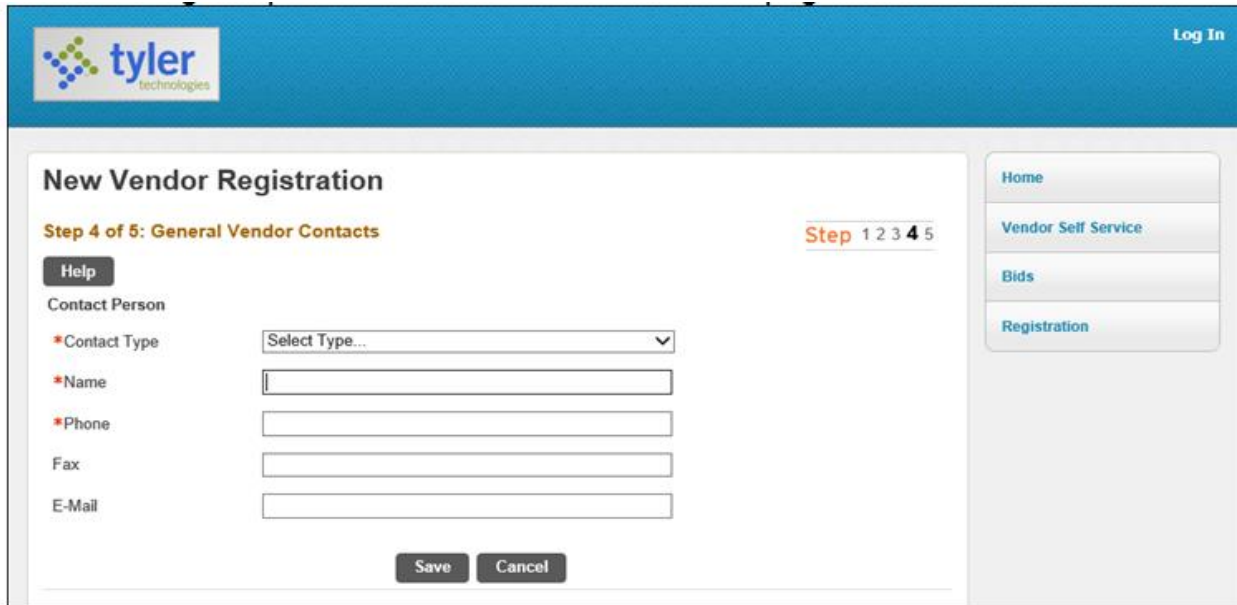
Field	Description
Contact Person	
Contact Type	Select the contact type from the drop down.
Name	Enter the name of the contact person.
Phone	Enter the contact's phone and fax numbers, as well as the contact's e-mail address.
Fax	
E-Mail	



Clicking **Save** after completing the contact information returns you to the address record, with the new contact record listed in the table. Then click **Continue** to advance to the fourth step in the registration process.



Step 4 – Click **New Contact** to enter a contact person for the general record. Doing so opens the General Vendor Contacts page.



New Vendor Registration

Step 4 of 5: General Vendor Contacts

Step 1 2 3 **4** 5

[Help](#)

Contact Person

*Contact Type

*Name

*Phone

Fax

E-Mail

[Save](#) [Cancel](#)

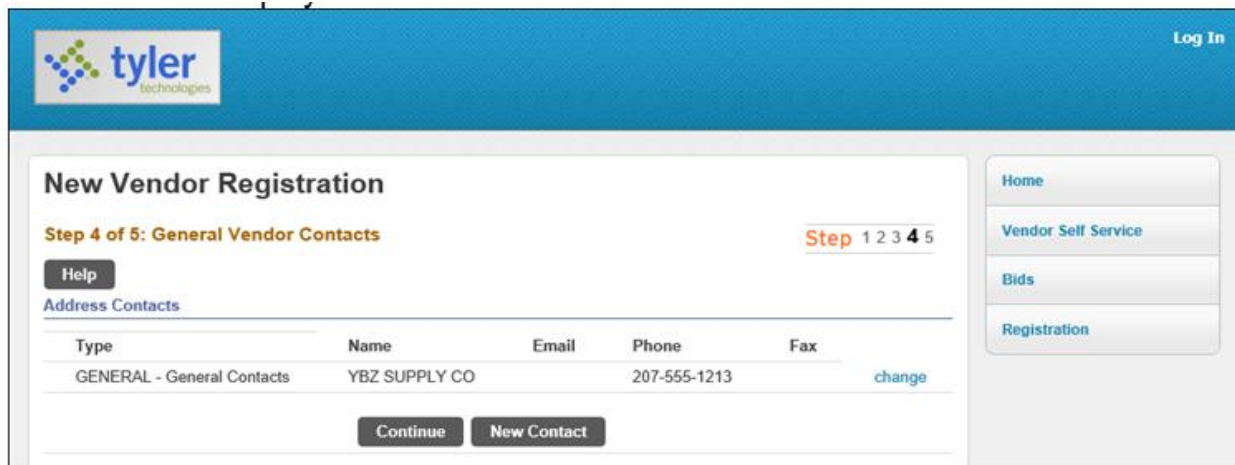
[Home](#)

[Vendor Self Service](#)

[Bids](#)

[Registration](#)

This page contains fields that are identical in function to those for step three, but they apply to the vendor record as a whole and not to a single remit address. Clicking **Save** after entering the contact information returns you to the General Vendor Contacts page with the new contact record displayed in the table.



New Vendor Registration

Step 4 of 5: General Vendor Contacts

Step 1 2 3 **4** 5

[Help](#)

Address Contacts

Type	Name	Email	Phone	Fax
GENERAL - General Contacts	YBZ SUPPLY CO		207-555-1213	

[change](#)

[Continue](#) [New Contact](#)

[Home](#)

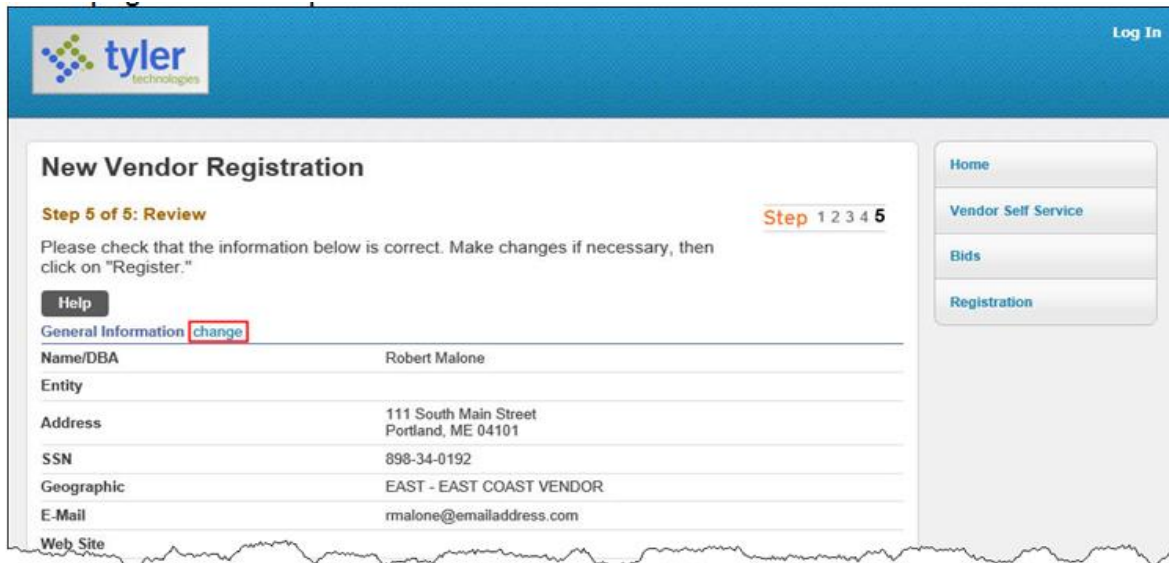
[Vendor Self Service](#)

[Bids](#)

[Registration](#)

You must click **Continue** to advance to step five of the VSS registration process.

Step 5 – Requires you to verify the information you entered in previous steps. You can update incorrect information by clicking the **Change** link for the appropriate section. When the link is clicked, VSS returns to the page for that step.



tyler technologies Log In

New Vendor Registration

Step 5 of 5: Review Step 1 2 3 4 5

Please check that the information below is correct. Make changes if necessary, then click on "Register."

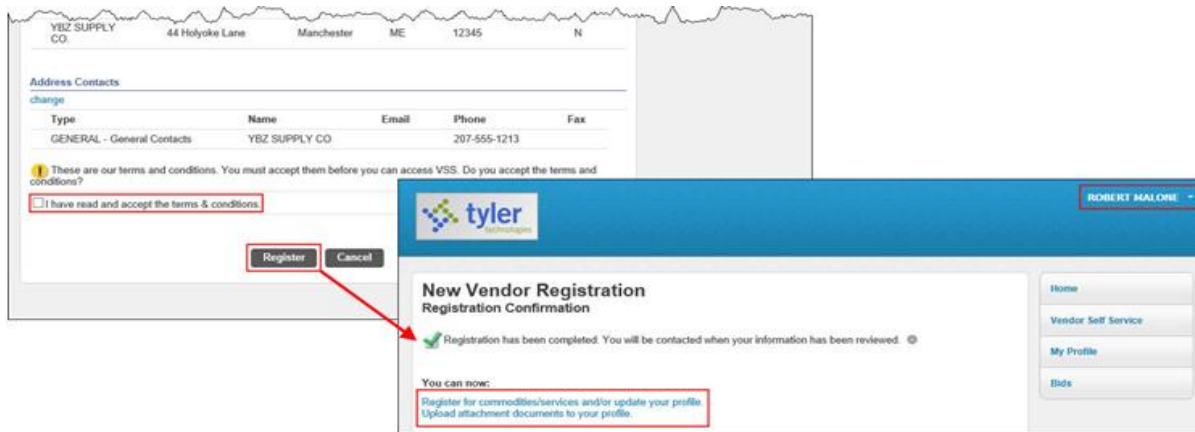
Help

General Information [change](#)

Name/DBA	Robert Malone
Entity	
Address	111 South Main Street Portland, ME 04101
SSN	898-34-0192
Geographic	EAST - EAST COAST VENDOR
E-Mail	rmalone@emailaddress.com
Web Site	

Home
Vendor Self Service
Bids
Registration

When all of the entered information is correct, click **Register** to complete the process. VSS displays a registration confirmation page that provides you with links to register commodities or update your VSS profile, and to upload attachments to your profile. Alternatively, you can Click **My Profile** option on the navigation menu to pen your profile page.



YBZ SUPPLY CO. 44 Holyoke Lane Manchester ME 12345 N

Address Contacts [change](#)

Type	Name	Email	Phone	Fax
GENERAL - General Contacts	YBZ SUPPLY CO		207-555-1213	

! These are our terms and conditions. You must accept them before you can access VSS. Do you accept the terms and conditions?

☐ I have read and accept the terms & conditions.

Register **Cancel**

tyler technologies ROBERT MALONE

New Vendor Registration

Registration Confirmation

✓ Registration has been completed. You will be contacted when your information has been reviewed. ©

You can now:

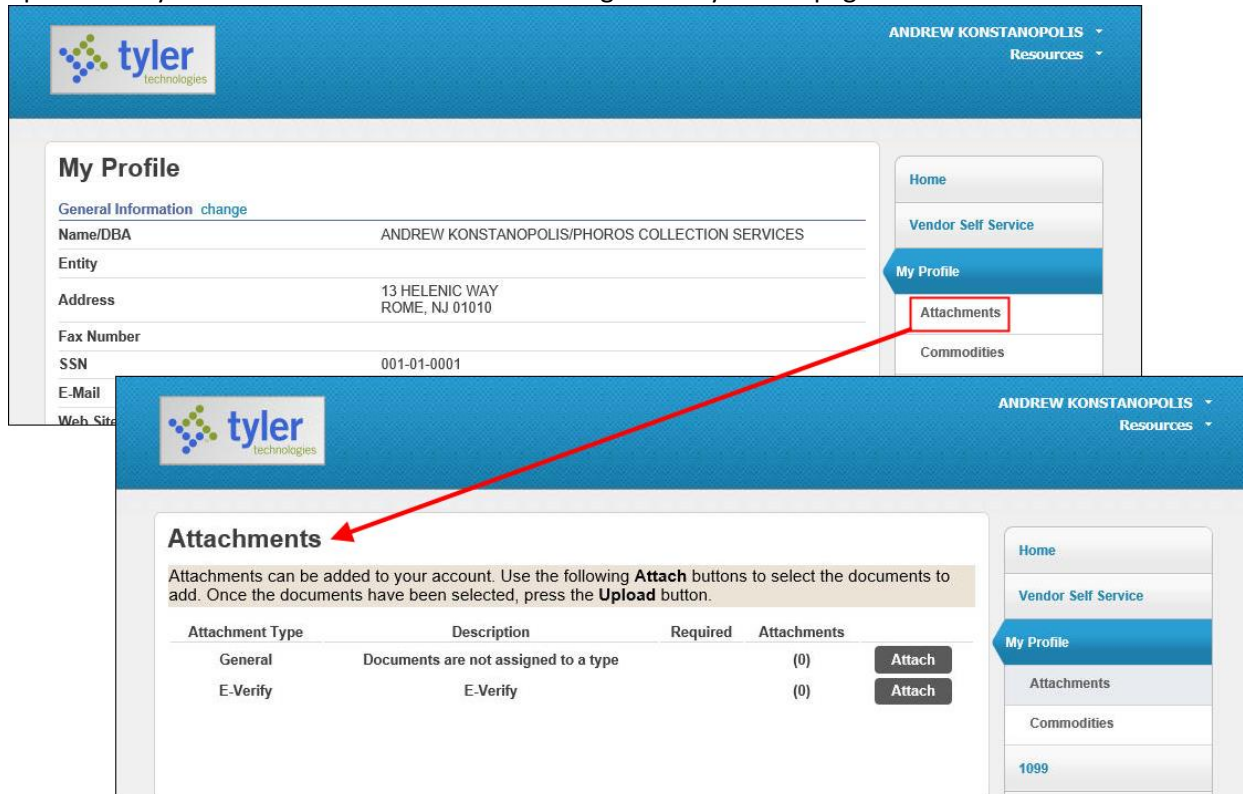
- [Register for commodities/services and/or update your profile](#)
- [Upload attachment documents to your profile](#)

Home
Vendor Self Service
My Profile
Bids

Next you need to select the "Upload attachment document to your profile". You must attach a completed and signed W-9 or immediately email it to purchasing@buckeyeaz.gov or fax it to 623-349-6221 Attn: Construction and Contracting.

ATTACHMENTS

A vendor adds attachments to their profile by clicking **Attachments** on the navigation menu. The Attachments option is only available when the vendor is viewing their My Profile page.




The screenshot shows the Tyler Technologies vendor portal. The top navigation bar includes the Tyler Technologies logo and the user name 'ANDREW KONSTANOPOLIS' with a 'Resources' dropdown. The 'My Profile' page displays general information for 'ANDREW KONSTANOPOLIS/PHOROS COLLECTION SERVICES', including address, SSN, and contact details. A sidebar on the right contains navigation links: Home, Vendor Self Service, My Profile, Attachments, and Commodities. The 'Attachments' link is highlighted with a red box. A red arrow points from this link to the 'Attachments' page below.

The 'Attachments' page shows a table with columns: Attachment Type, Description, Required, Attachments, and an Attach button. The table lists two attachment types: General and E-Verify, both with a count of (0) and an Attach button.

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	Attach
E-Verify	E-Verify		(0)	Attach

Attachments are added by clicking the **Attach** buttons on the Attachments page, which displays a dialog box. Select the file to attach. This causes the page to display a list of files to attach. Vendors can attach an unlimited number of files using this method.



ANDREW KONSTANOPOLIS ▾
Resources ▾

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.


Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		(0) Attach
E-Verify	E-Verify		(0) Attach

C:\Users\todd.bolduc\Doc Browse... Type: General ▾
Save Cancel




[Home](#)
[Vendor Self Service](#)
My Profile
[Attachments](#)
[Commodities](#)
1099

Clicking the **Remove** link next to a file removes it from the attachment list. When the vendor has finished selecting files, they must click **Save** to upload the files. The uploaded files are added to the Attachments page.

The uploaded files are also added to the vendor record in the Munis Vendors program and they can be viewed on the Vendor Attachments screen of that program.


[HOME](#)

Vendors - Munis > Vendor Attachments

Accept Cancel Search Browse Advanced* Query Builder

Add Update Delete Global* Duplicate

Print Text file PDF Excel Word Email Schedule

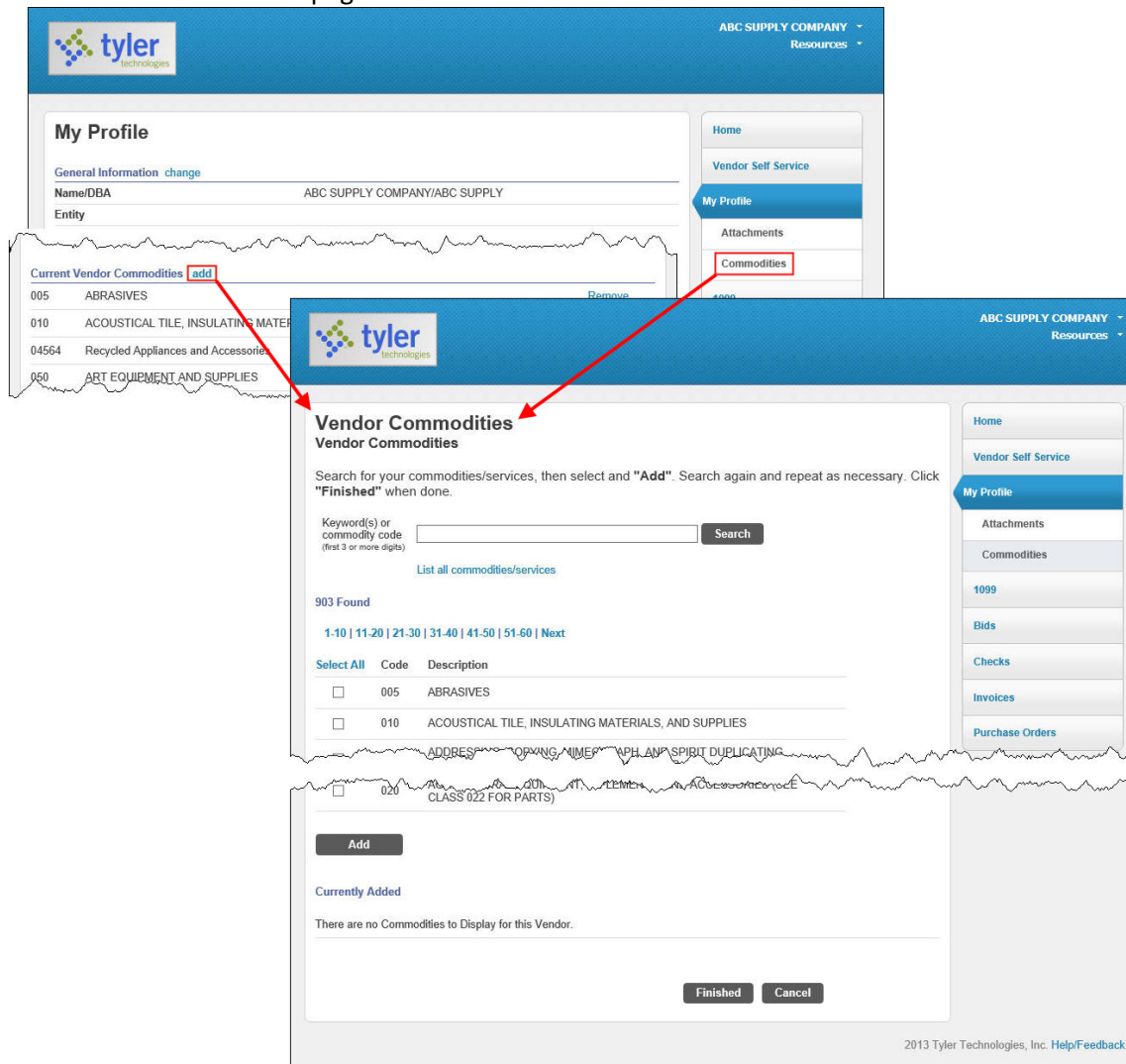
Attach Notes Audit Notify Maplink* Alerts*

Return

Description	File	Public	Date Added	Time Added
Annual Support Agreement	Annual Support Agreement.doc	<input type="checkbox"/>	01/19/2006	16:26:22
Attachment for Vendor 1000	ASSETS.xlsx	<input checked="" type="checkbox"/>	04/03/2013	10:33:40
Attachment for Vendor 1000	File01.txt	<input checked="" type="checkbox"/>	04/03/2013	10:33:40
Attachment for Vendor 1000	importfilenet.txt	<input checked="" type="checkbox"/>	04/03/2013	10:33:40
Attachment for vendor 1000	DOCUMENT1.txt	<input checked="" type="checkbox"/>		
Attachment for vendor 1000	DOCUMENT2.txt	<input checked="" type="checkbox"/>		
Attachment for vendor 1000	DOCUMENT3.txt	<input checked="" type="checkbox"/>		
Business License	business license.pdf	<input type="checkbox"/>	01/19/2006	16:26:53
Quote	ABC Book Supply Inc.doc	<input type="checkbox"/>	01/19/2006	16:27:05

COMMODITY CODES

Clicking **Commodities** on the navigation menu or clicking **Add** in the Current Vendor Commodities group opens the Vendor Commodities page.



The screenshot displays the Tyler Technologies Vendor Commodities page. The top navigation bar includes the Tyler Technologies logo and the user's name, ABC SUPPLY COMPANY. The left sidebar shows the 'My Profile' section with a 'Commodities' link highlighted. Below this, the 'Current Vendor Commodities' section lists various items with their codes and descriptions. A red box highlights the 'add' button next to the 'Current Vendor Commodities' header. A red arrow points from this button to the 'Vendor Commodities' page below. The 'Vendor Commodities' page features a search bar, a 'List all commodities/services' link, and a table of 903 found items. A red box highlights the 'Add' button at the bottom of the page.

Vendors use the **Search** box to search for commodities by code or keyword. Alternatively, clicking the **List All Commodities/Services** link displays all commodity codes in the City's database. VSS displays the number of codes found during a search and updates the commodity table.

Vendor Commodities

Vendor Commodities

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

[List all commodities/services](#)

903 Found

[Home](#)
[Vendor Self Service](#)
[My Profile](#)
[Attachments](#)
[Commodities](#)
[1099](#)
[Bids](#)

The numbered links above the commodities table allow you to view additional groups of codes. Selecting the check box for a code indicates that it should be added to your profile. Clicking **Select All** selects all of the check boxes currently displayed on the page. VSS saves the value of each check box when you navigate between groups of commodity codes.

[1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES

[Bids](#)
[Checks](#)
[Invoices](#)
[Purchase Orders](#)

When you click **Add**, VSS adds all of the selected commodity codes to your profile and updates the Currently Added table. Clicking the **Remove** link removes the commodity from the table. After you have finished adding commodity codes to your profile, you must click the **Finished** button. This completes the commodity addition process and returns you to the My Profile page, where you can view a full listing of your associated commodity codes on the Current Vendor Commodities table.

Currently Added

There are no Commodities to Display for this Vendor.

Currently Added

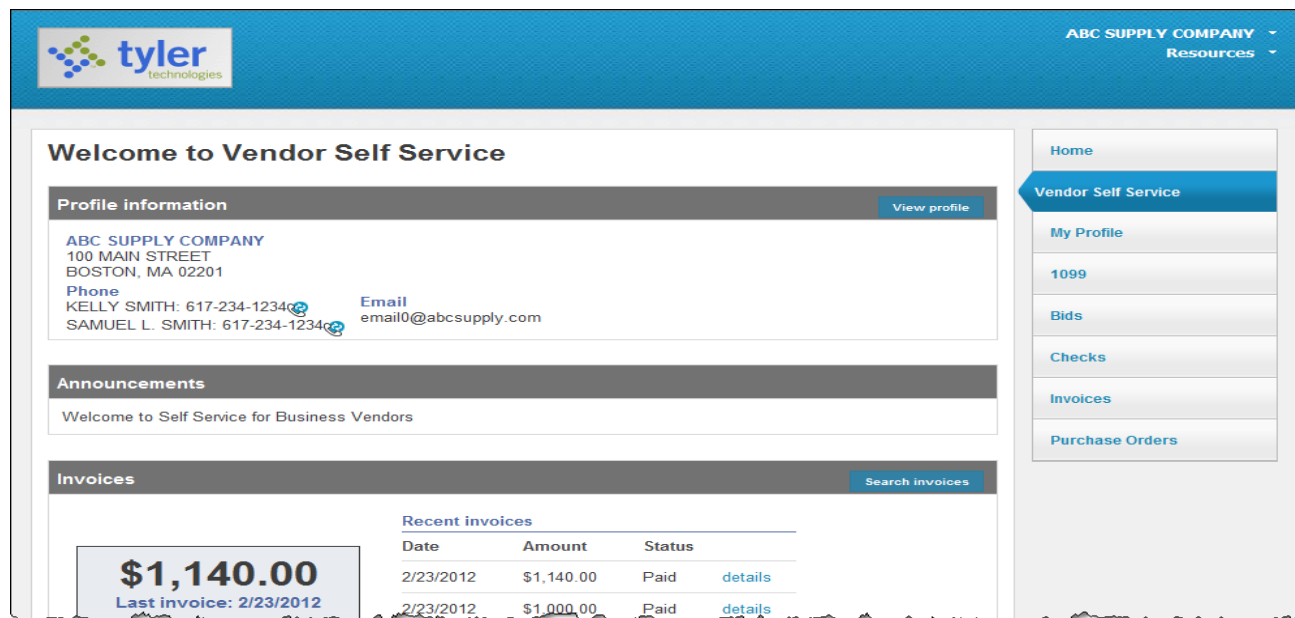
005	ABRASIVES	Remove
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	Remove
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.	Remove

Current Vendor Commodities

add			
005	ABRASIVES		Remove
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES		Remove
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.		Remove

VENDOR SELF SERVICE HOME PAGE

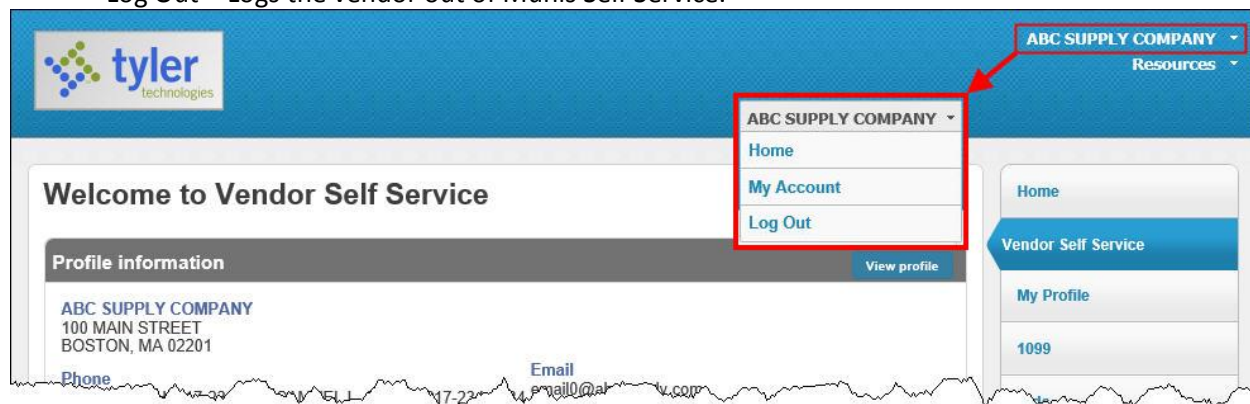
The Vendor Self Service home page contains a banner, navigation menu, and a series of summary information.



The screenshot shows the Vendor Self Service Home Page. At the top, there is a blue banner with the Tyler Technologies logo on the left and the user's name 'ABC SUPPLY COMPANY' with a dropdown arrow on the right. Below the banner, the page is divided into two main sections. On the left, there is a 'Welcome to Vendor Self Service' message, followed by a 'Profile information' section containing the company name, address, phone numbers, and email. Below this is an 'Announcements' section with a welcome message. The 'Invoices' section shows a large summary of the last invoice for \$1,140.00 dated 2/23/2012, and a table of recent invoices. On the right, there is a vertical navigation menu with links to Home, Vendor Self Service, My Profile, 1099, Bids, Checks, Invoices, and Purchase Orders.

Clicking your name in the banner display displays the following menu options:

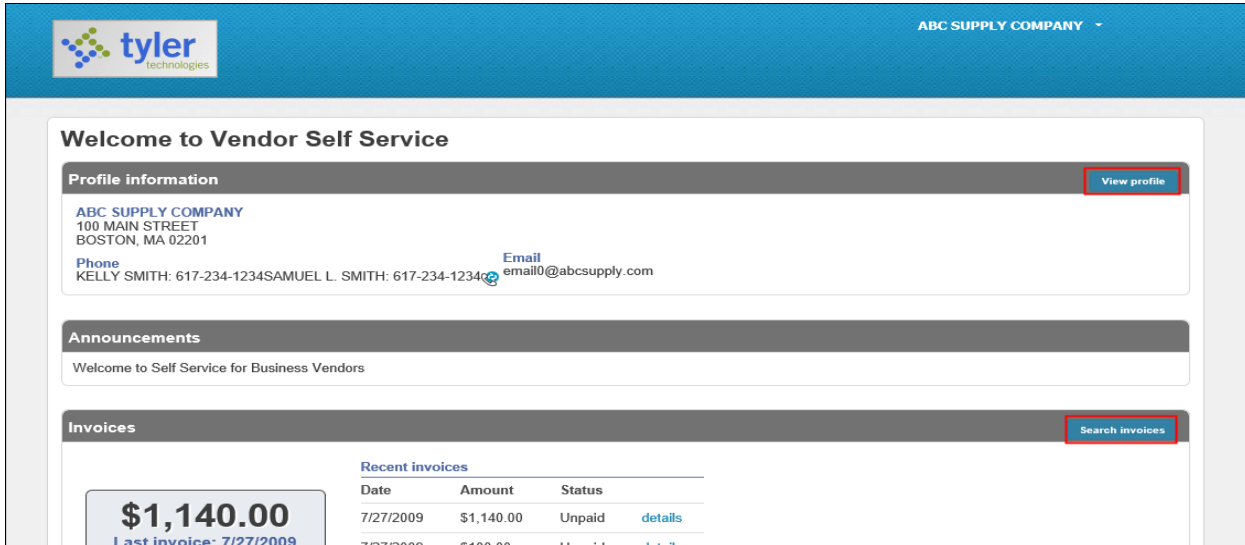
- Home – Returns the vendor to the Munis Self Service Home
- My Account – Opens the My Account page containing the vendor's account information.
- Log Out – Logs the vendor out of Munis Self Service.



This screenshot shows the same Vendor Self Service Home Page, but with the dropdown menu for 'ABC SUPPLY COMPANY' open. The menu options are 'Home', 'My Account', and 'Log Out'. A red box highlights the dropdown menu, and a red arrow points to the user's name in the banner. The rest of the page content remains the same as in the previous screenshot.

VENDOR NAVIGATION

Use the buttons in the group banner to navigate between pages in Vendor Self Service.



The screenshot shows the 'Welcome to Vendor Self Service' page for ABC Supply Company. The interface includes a header with the Tyler Technologies logo and the company name. The main content area is divided into three sections: Profile information, Announcements, and Invoices. The Profile information section displays the company's address, phone number, and email address, with a 'View profile' button. The Announcements section contains a welcome message. The Invoices section features a 'Search invoices' button and a table of recent invoices. A large box on the left of the Invoices section shows the total amount due of \$1,140.00 and the last invoice date of 7/27/2009.

Profile information [View profile](#)

ABC SUPPLY COMPANY
100 MAIN STREET
BOSTON, MA 02201

Phone: KELLY SMITH: 617-234-1234 SAMUEL L. SMITH: 617-234-1234
Email: email0@abcsupply.com

Announcements

Welcome to Self Service for Business Vendors

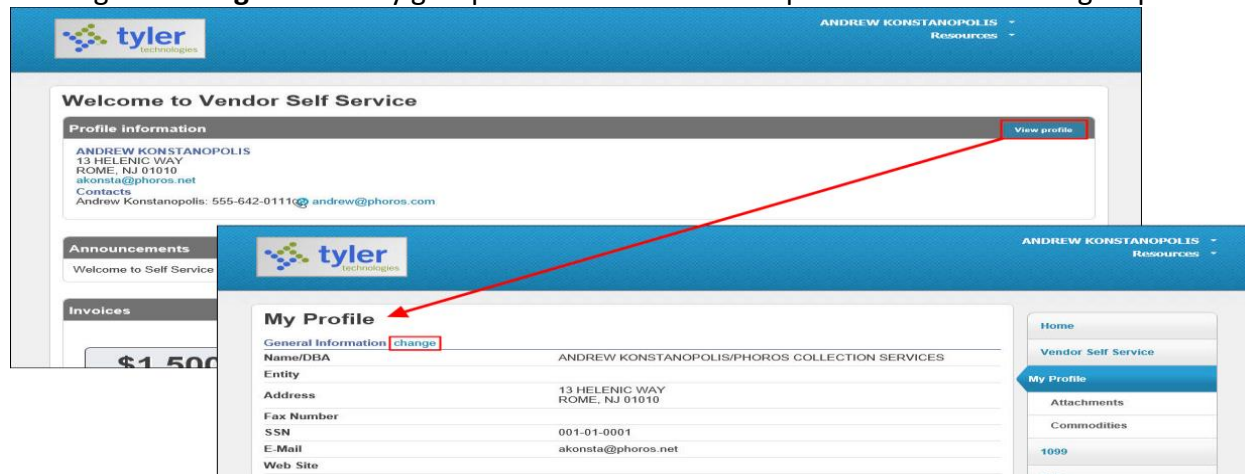
Invoices [Search invoices](#)

\$1,140.00
Last invoice: 7/27/2009

Recent invoices			
Date	Amount	Status	
7/27/2009	\$1,140.00	Unpaid	details
7/27/2009	\$100.00	Unpaid	details

MY PROFILE

Clicking **View Profile** in the Profile Information group or the **My Profile** option in the navigation menu opens the My Profile page. The page displays vendor profile information that is divided into groups. Clicking the **Change** link in any group allows the vendor to update the data in that group.



The General Information group contains your address and contact information; foreign entity type and status, minority business enterprise status and certifications, discount terms and bank information.

[General Information](#) [change](#)

Name/DBA	ABC SUPPLY COMPANY/ABC SUPPLY
Entity	
Address	100 MAIN STREET BOSTON, MA 02201
SSN	111-24-3633
E-Mail	email0@abcsupply.com
Web Site	www.abcsupply.com
Vendor Type	-
Geographic	EAST - EAST COAST VENDOR
Foreign Entity	No
Is minority business enterprise?	Yes

MBE Classification(s)

AFRICAN AMERICAN OWNED				
Serial	Agency	Issue Date	Expire Date	Status
11	AGENCY	1/1/2001	2/2/2020	Valid

DISADVANTAGED BUSINESS				
Serial	Agency	Issue Date	Expire Date	Status
7	AGENCY 00	4/4/2013	4/30/2017	New

General				
Serial	Agency	Issue Date	Expire Date	Status
10	AGENCY	7/19/2013	7/19/2020	Valid

HISPANIC OWNED				
Serial	Agency	Issue Date	Expire Date	Status
12	AGENCY	1/1/2001	2/2/2020	Valid

WOMAN OWNED
No certificates were found for this classification.

Discount Percentage	5.000%
Days to Discount	5
Days to Net	10
Bank Name	
Bank Account Number	
Bank Account Type	
Gender	
Ethnicity	

[Vendor Self Service](#)

My Profile

Attachments

Commodities

1099

Bids

Checks

Invoices

Purchase Orders

The Address Information group displays the vendor's remittance address and contact information.

Address Information

[change](#)

Name	Address	City	State	Zip	Fax	Is Default
DEF SUPPLY COMPANY	PO BOX 348992	WILLIAMSBURG	VA	02201		N
ABC SUPPLY COMPANY	123123 WILLOWBROOK AVENUE	PORTLAND	ME	02434		N
ABC SUPPLY COMPANY	497897 FRANKLIN AVE	WACO	TX	76710		N

The Address Contacts group lists the vendor's contact persons and information. The group is sorted by contact type.

Address Contacts

[change](#)

Type	Name	Email	Phone	Fax
GENERAL	KELLY SMITH	ksmith@abcsupply.com	617-234-1234	617-234-2321
GENERAL	SAMUEL L. SMITH	ssmith@abcsupply.com	617-234-1234	617-234-2321

The Current Vendor Commodities group contains a list of commodity codes associated with the vendor. Vendors remove commodities from the list by clicking the **Remove** link. The **add** link allows vendor to add commodities to the list.

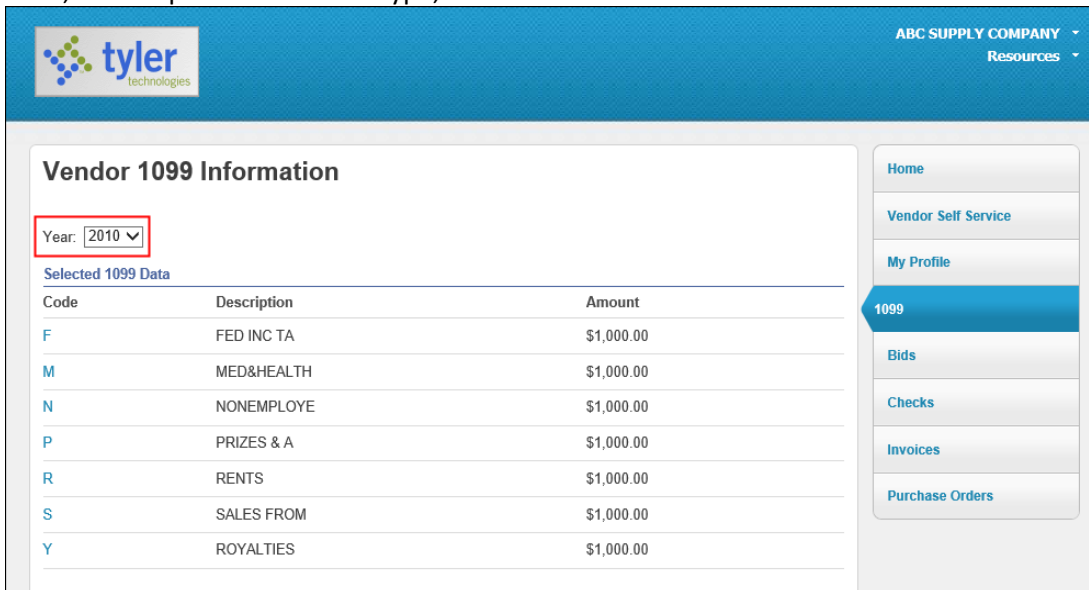
Current Vendor Commodities [add](#)

005	ABRASIVES	Remove
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	Remove
04564	Recycled Appliances and Accessories	Remove
050	ART EQUIPMENT AND SUPPLIES	Remove
05043	Glue, Paste, etc., Art	Remove
10085	WOODEN BARRELS AND DRUMS	Remove

1099

The 1099 page displays a listing of the vendor's 1099 data for a selected year.

Vendors use the **Year** list to select the fiscal year for which to view 1099 data. The data includes the 1099 box code, a description of the code type, and the 1099 amount.



Vendor 1099 Information

Year: 2010 ▼

Selected 1099 Data

Code	Description	Amount
F	FED INC TA	\$1,000.00
M	MED&HEALTH	\$1,000.00
N	NONEMPLOYE	\$1,000.00
P	PRIZES & A	\$1,000.00
R	RENTS	\$1,000.00
S	SALES FROM	\$1,000.00
Y	ROYALTIES	\$1,000.00

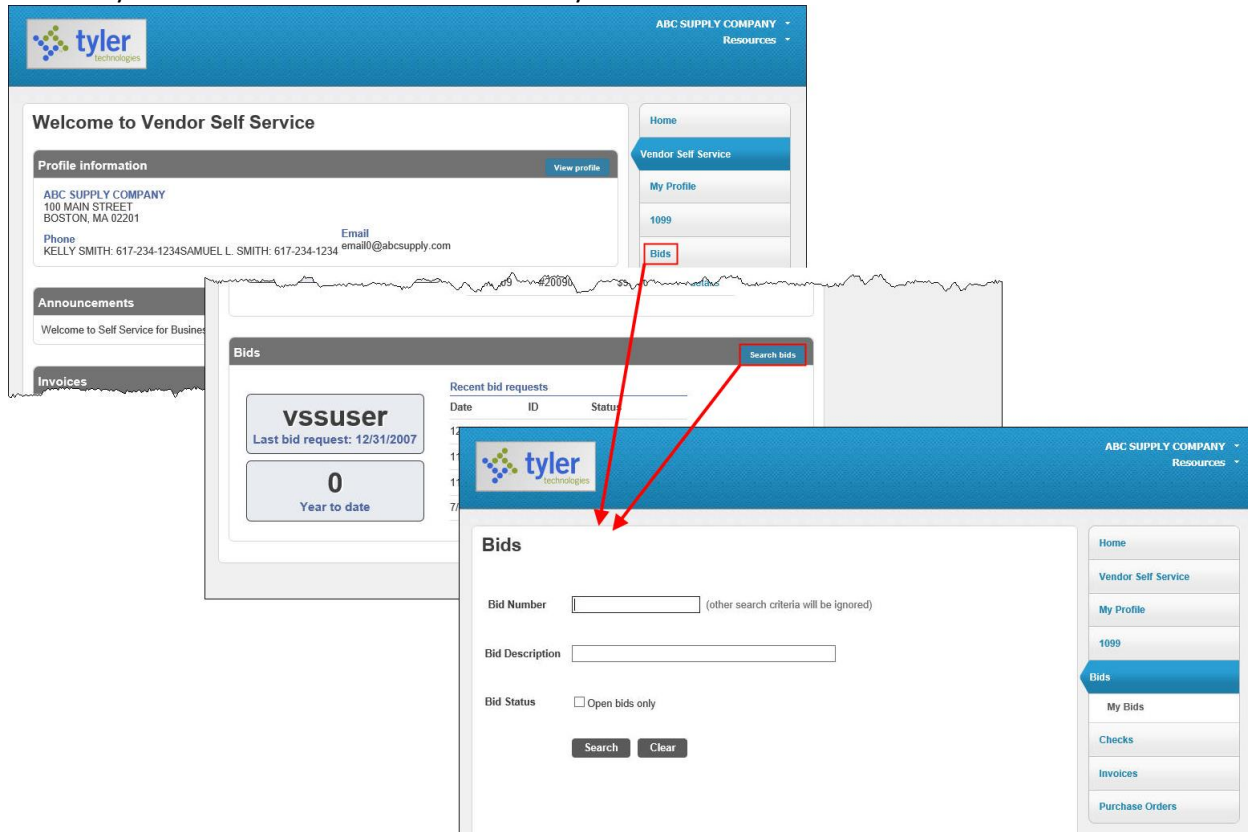
Navigation Links:

- Home
- Vendor Self Service
- My Profile
- 1099**
- Bids
- Checks
- Invoices
- Purchase Orders

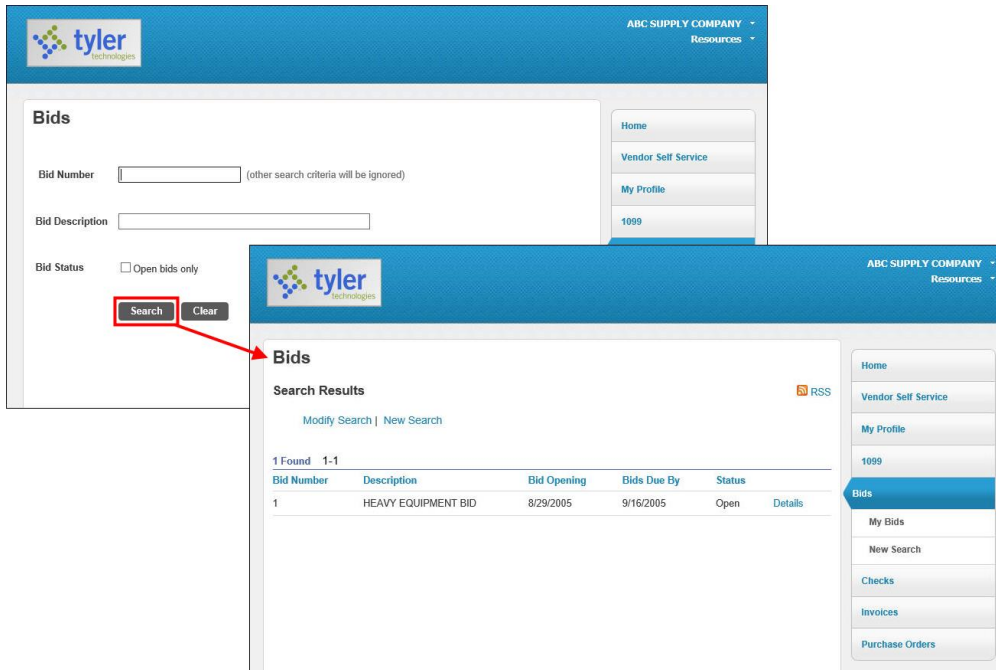
Clicking a code type opens the Vendor 1099 Invoice Detail page. This page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking **Return to 1099** returns the vendor to the Vendor 1099 Information page.

BIDS

The Bids page is accessed by clicking **Bids** on the menu or **Search Bids** in the Bids group. It provides vendors with the ability to search for bids that exist in the City's database.



A bid search is performed by completing the Bid Number and Bid Description boxes and selecting or clearing the Bid Status check box. To search for all bid records, vendors leave all of the boxes blank and then click **Search**. After the vendor clicks Search, Vendor Self Service displays a list of bid records that matched the entered criteria.

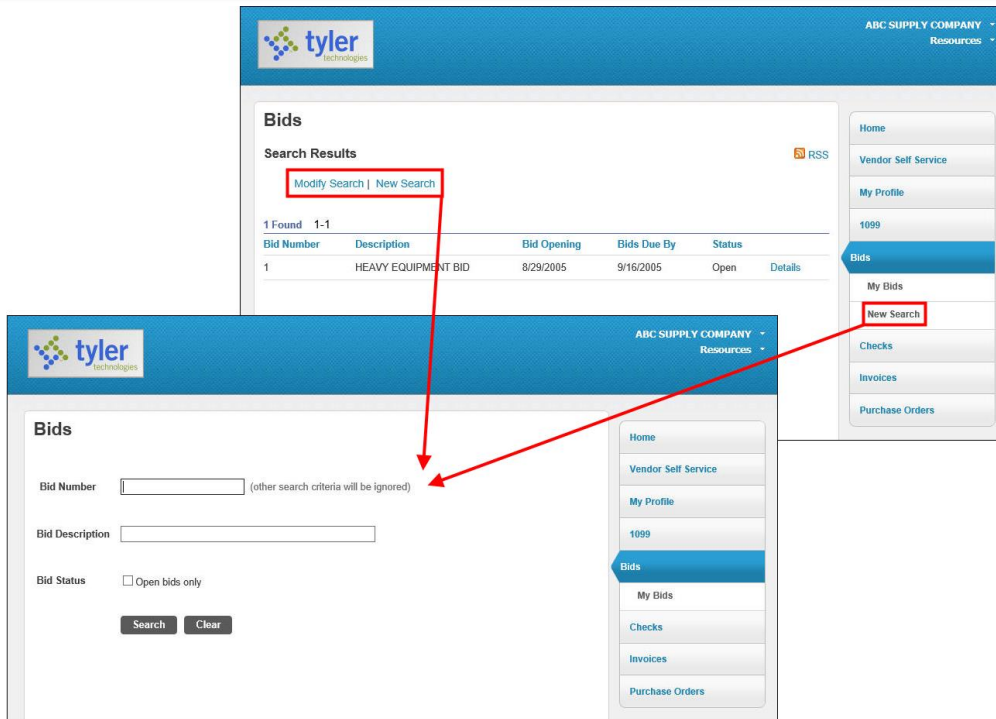


The screenshot shows the Tyler Technologies Vendor Self Service interface. The top navigation bar includes the Tyler logo, 'ABC SUPPLY COMPANY', and 'Resources'. The main content area is titled 'Bids' and contains search fields for 'Bid Number', 'Bid Description', and 'Bid Status' (with a checkbox for 'Open bids only'). A red box highlights the 'Search' button, with an arrow pointing to the 'Bids' section of the results page. The results page shows a table with one bid record.

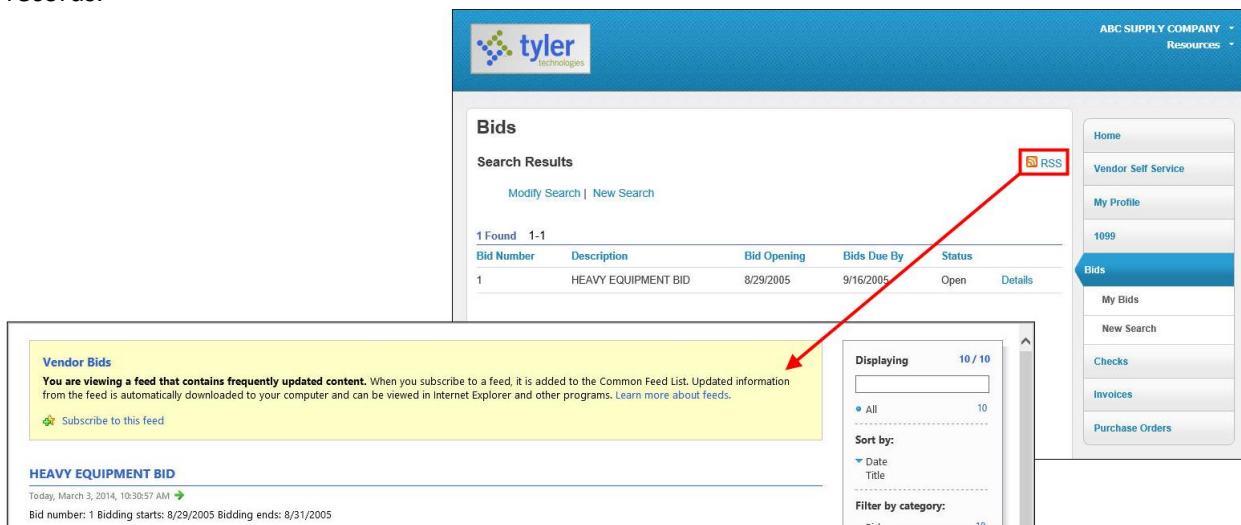
Bid Number	Description	Bid Opening	Bids Due By	Status	
1	HEAVY EQUIPMENT BID	8/29/2005	9/16/2005	Open	Details

The right sidebar contains links for 'Home', 'Vendor Self Service', 'My Profile', '1099', 'Bids', 'My Bids', 'New Search', 'Checks', 'Invoices', and 'Purchase Orders'.


Clicking **Modify Search** or **New Search** causes VSS to return to the Bids page in order to perform a new bid search. When Modify Search is clicked, the Bids page retains the previous search criteria and allows the vendor to update that information as part of a new search action.



The RSS link allows vendors to subscribe to an RSS feed that is updated when the City enters or updates bid records.




The list of bids can be sorted by the value of a column by clicking the column title. VSS inserts an up or down arrow in the column header to indicate that the column values are sorted by ascending or descending values.



ABC SUPPLY COMPANY ▾
Resources ▾

Bids

Search Results  RSS

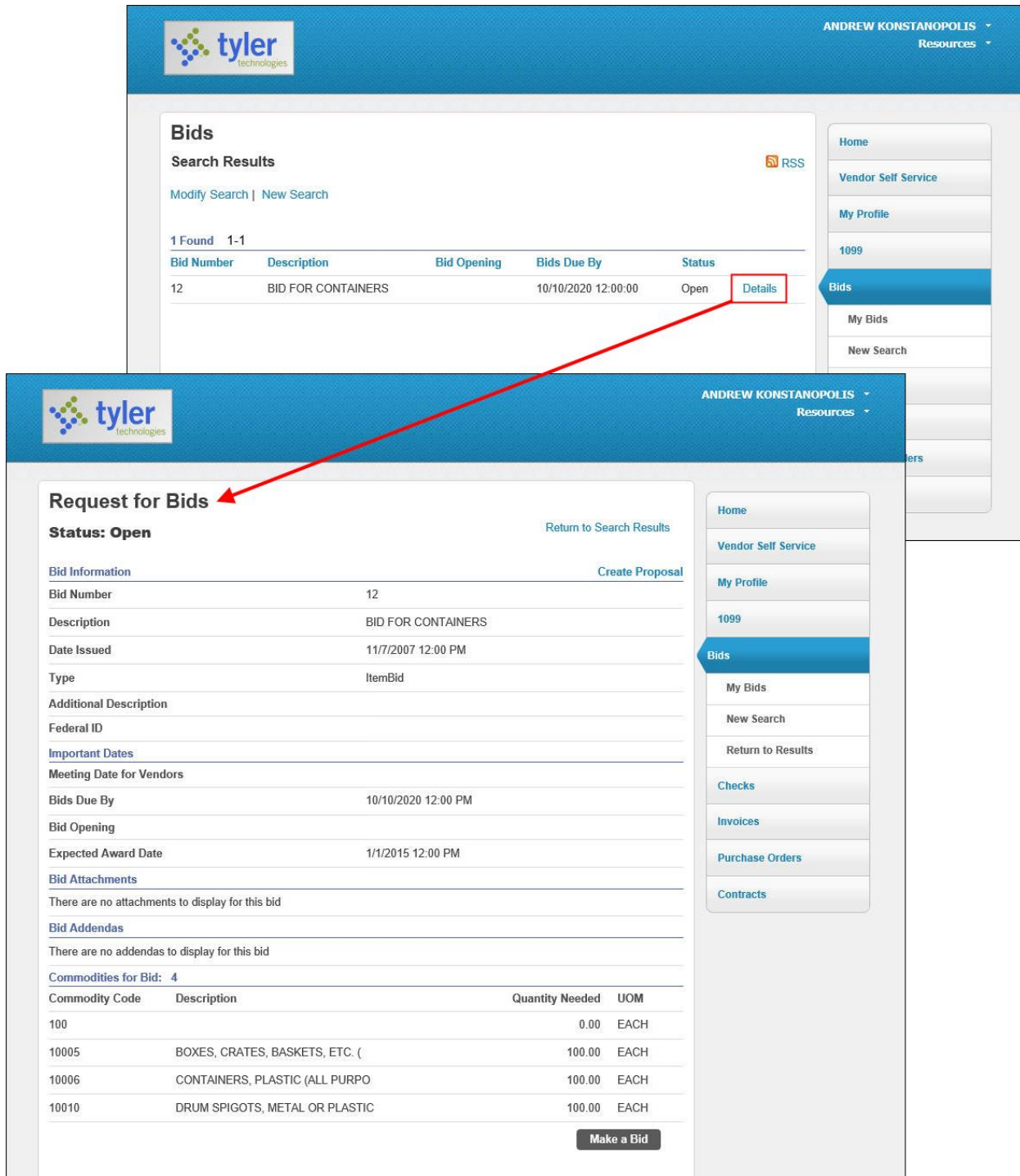
[Modify Search](#) | [New Search](#)

1 Found 1-1

Bid Number	Description ^	Bid Opening	Bids Due By	Status	
1	HEAVY EQUIPMENT BID	8/29/2005	9/16/2005	Open	Details

[Home](#)
[Vendor Self Service](#)
[My Profile](#)
1099
Bids
My Bids

When the **Details** link is clicked for a bid, VSS displays the Request for Bids page.



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Bids

Search Results RSS

[Modify Search](#) | [New Search](#)

1 Found 1-1

Bid Number	Description	Bid Opening	Bids Due By	Status	
12	BID FOR CONTAINERS		10/10/2020 12:00:00	Open	Details

Home
Vendor Self Service
My Profile
1099
Bids
My Bids
New Search

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Request for Bids

Status: Open Return to Search Results

[Create Proposal](#)

Bid Information

Bid Number	12
Description	BID FOR CONTAINERS
Date Issued	11/7/2007 12:00 PM
Type	ItemBid
Additional Description	
Federal ID	

Important Dates

Meeting Date for Vendors	
Bids Due By	10/10/2020 12:00 PM
Bid Opening	
Expected Award Date	1/1/2015 12:00 PM

Bid Attachments

There are no attachments to display for this bid

Bid Addendas

There are no addendas to display for this bid

Commodities for Bid: 4

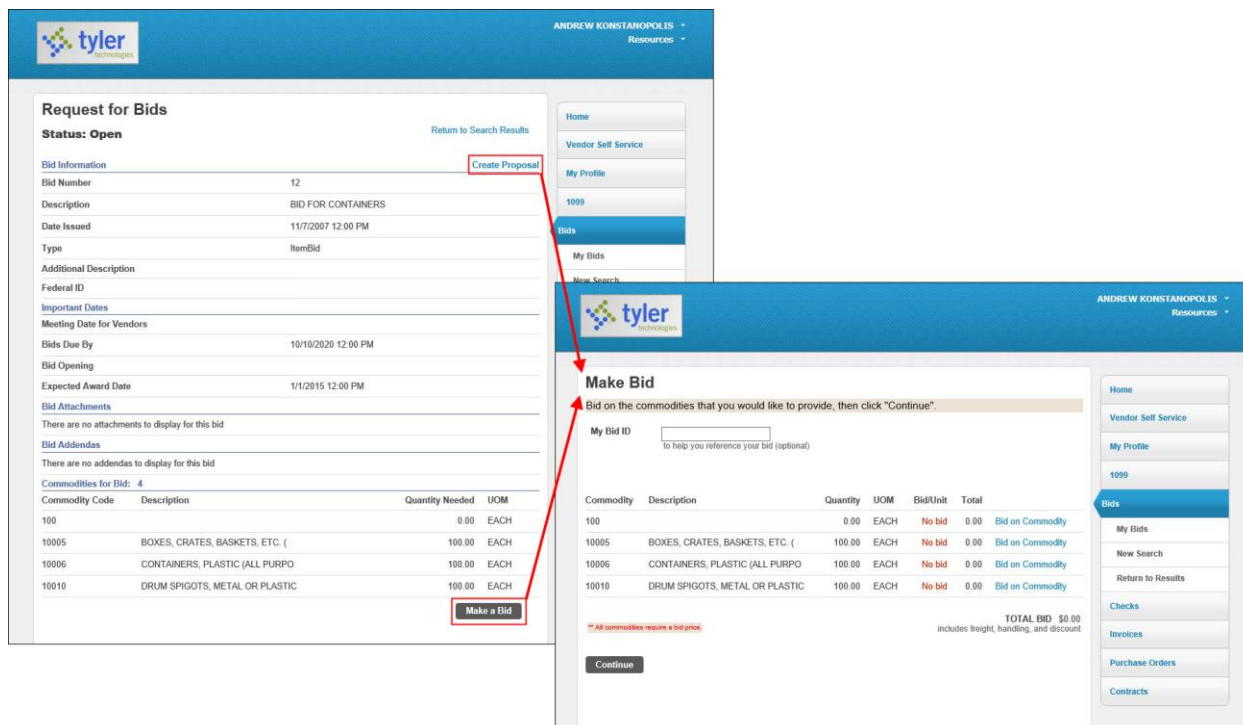
Commodity Code	Description	Quantity Needed	UOM
100		0.00	EACH
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH

[Make a Bid](#)

Home
Vendor Self Service
My Profile
1099
Bids
My Bids
New Search
Return to Results
Checks
Invoices
Purchase Orders
Contracts

The Request for Bids page displays information about the bid that the City entered in Munis. Clicking the **Return to Search Results** link or **Return to Results** in the navigation menu returns the vendor to the list of bids on the Bids page.

Vendors must click the **Create Proposal** link in the Bid Information group or the **Make a Bid** button to enter bid quotes against the request. Doing so opens the Make Bid page. However, the Make a Bid button and the Bid on this Request link are only available for bids for which a Vendor Response Due date has been entered in the Munis Create Bids program. If the date has passed, or no date has been entered, vendors cannot enter bids for that record.



Request for Bids
Status: Open

[Return to Search Results](#)

[Create Proposal](#)

Bid Information

Bid Number: 12
Description: BID FOR CONTAINERS
Date Issued: 11/7/2007 12:00 PM
Type: ItemBid
Additional Description:
Federal ID:
Important Dates:
Meeting Date for Vendors:
Bids Due By: 10/10/2020 12:00 PM
Bid Opening:
Expected Award Date: 1/1/2015 12:00 PM
Bid Attachments:
There are no attachments to display for this bid
Bid Addendas:
There are no addendas to display for this bid
Commodities for Bid: 4

Commodity Code	Description	Quantity Needed	UOM
100		0.00	EACH
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH

[Make a Bid](#)

Make Bid
Bid on the commodities that you would like to provide, then click "Continue".


My Bid ID:
to help you reference your bid (optional)

Commodity	Description	Quantity	UOM	Bid/Unit	Total	
100		0.00	EACH	No bid	0.00	Bid on Commodity
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	No bid	0.00	Bid on Commodity
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	No bid	0.00	Bid on Commodity
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	No bid	0.00	Bid on Commodity

TOTAL BID \$0.00
Includes freight, handling, and discount

[Continue](#)

In order to submit bid quotes, the vendor must click the **Bid on Commodity** link for a specific commodity code, which opens a new Make Bid page where the vendor can enter bid information.


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Resources

Make Bid

Bid on the commodities that you would like to provide, then click "Continue".

My Bid ID
To help you reference your bid (optional).


Commodity	Description	Quantity	UOM	Bid/Unit	Total	
100		0.00	EACH	No bid	0.00	Bid on Commodity
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	No bid	0.00	Bid on Commodity
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	No bid	0.00	Bid on Commodity
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	No bid	0.00	Bid on Commodity

** All commodities require a bid price.

TOTAL BID \$0.00
includes freight, handling, and discount

[Continue](#)

[Home](#)
[Vendor Self Service](#)
[My Profile](#)
1009
Bids
[My Bids](#)
[New Search](#)
[Return to Results](#)


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Resources

Make Bid

Commodity Code 10005
Description BOXES, CRATES, BASKETS, ETC. (
Quantity Needed 100.00
Unit of Measure EACH

* required field

Item number
your internal item number for this commodity.

Bid per unit *

Freight charge * dollars ▾

Handling charge (\$) *

Discount percentage * %

[Continue](#) [Cancel](#)

[Home](#)
[Vendor Self Service](#)
[My Profile](#)
1009
Bids
[My Bids](#)
[New Search](#)
[Return to Results](#)
[Checks](#)
[Invoices](#)
[Purchase Orders](#)
[Contracts](#)

The vendor completes the boxes on the page, using the following table as a reference.

Field	Description
Item Number	Contains the vendor's internal item number for the commodity. The number is typically the vendor's stock or part number.
Bid Per Unit	Provides the vendor's per unit price. The total price for the commodity is determined by multiplying the per unit price by the needed quantity from the bid record.
Freight Charge	Indicates the vendor's freight charge per order. The vendor can select either a fixed dollar amount or a percentage amount using the list. The box is only available if your organization selected the Allow Use of Vendor's Terms check box for the bid record in the Munis Create Bids program.
Handling Charge	Defines the vendor's per order handling charge. The box is only available if your organization selected the Allow Use of Vendor's Terms check box for the bid record in the Munis Create Bids program.
Discount Percentage	Contains the vendor's discount percentage, which is applied to orders placed against the bid. The box is only available if your organization selected the Allow Use of Vendor's Terms check box for the bid record in the Munis Create Bids program.

The vendor clicks **Continue** after completing the boxes, which causes VSS to save the entry and return to the View Bid page. For each bid for which the vendor has submitted a quote, VSS replaces the Bid on Commodity link with a Change link. Clicking **Change** returns the vendor to the Make Bid page for that commodity, where they can update the boxes in order to change their bid quote.

Make Bid

Commodity Code 10005

Description BOXES, CRATES, BASKETS, ETC. (

Quantity Needed 100.00

Unit of Measure EACH

* required field

Item number
your internal item number for this commodity

Bid per unit *

Freight charge * dollars ▾

Handling charge (\$) *

Discount percentage * %

Continue **Cancel**

Commodity	Description	Quantity	UOM	Bid/Unit	Total	
100		0.00	EACH	No bid	0.00	Bid on Commodity
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	\$5.00	\$487.50	Change
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	\$1.00	\$111.00	Change
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	No bid	0.00	Bid on Commodity

** All commodities require a bid price.


TOTAL BID \$598.50
includes freight, handling, and discount

File name Date uploaded
File01.txt 4/4/2013
DOCUMENT1.txt 9/4/2013

Continue

After the vendor has entered quotes for each item on the bid request, they can enter a bid ID in the My Bid ID box. The value is used for reference and informational purposes, and it is not required. The vendor must then

click **Continue** on the Make Bid page to review and submit the quotes. VSS does not save the quotes until Continue is clicked.



ABC SUPPLY COMPANY ▾
 Resources ▾

Make Bid

Bid on the commodities that you would like to provide, then click "Continue".

My Bid ID x
to help you reference your bid (optional)

Commodity	Description	Quantity	UOM	Bid/Unit	Total	
100		0.00	EACH	No bid	0.00	Bid on Commodity
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	\$5.00	\$487.50	Change
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	\$1.00	\$111.00	Change
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	No bid	0.00	Bid on Commodity

** All commodities require a bid price.

TOTAL BID \$598.50
includes freight, handling, and discount

File name	Date uploaded
File01.txt	4/4/2013
DOCUMENT1.txt	9/4/2013

Continue

Bids

My Bids

New Search


Return to Results

Checks

Invoices

Purchase Orders

Vendor Self Service saves the vendor's entries and advances to the Make Bid - Review page. If your organization selected the Require Vendor Pricing on All Commodity Codes check box for this bid record in the Create Bids program, VSS ensures that the vendor has entered a price quote for each commodity in the bid. If the vendor attempts to submit an incomplete bid, VSS displays a confirmation dialog box that the vendor must acknowledge. When the vendor has met the bid requirements and clicked **Submit Bid**, VSS changes the Requirement Status to Complete.



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Resources ▾

Make Bid

Review

My Bid ID 12345

Commodity	Description	Quantity	UOM	Bid/Unit	Total
100		0.00	EACH	No bid	0.00
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	\$35.00	\$3,500.00
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	No bid	0.00
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	No bid	0.00

** All commodities require a bid price.

TOTAL BID \$3,500.00
includes freight, handling, and discount

Bid Vendor General - Unsealed (Unsealed) Attachments

There are no attachments to display for this attachment type

Bid Vendor General - Sealed (Sealed) Attachments

There are no attachments to display for this attachment type

Add Bid Attachments (optional)

Type: General - Unsealed (Unsealed) ▾

Home

Vendor Self Service

My Profile

1099

Bids

My Bids

New Search

Return to Results

Checks

Invoices

Purchase Orders

Contracts

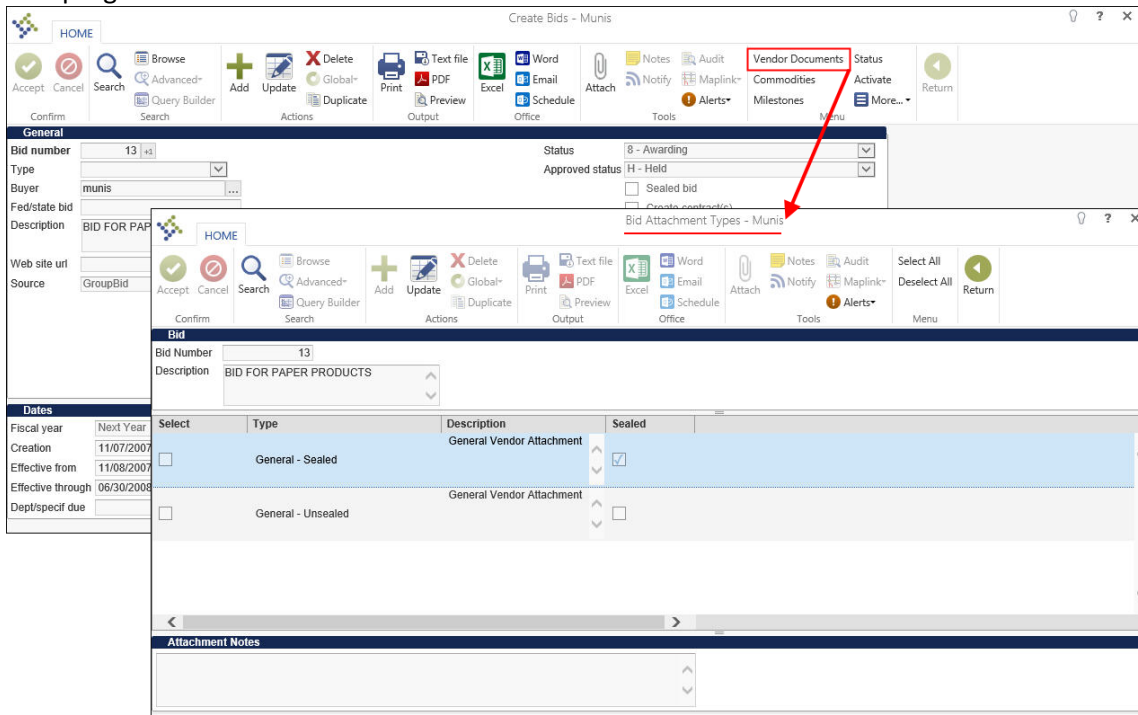
Vendors add attachments to their bid quotes by selecting an attachment type and using the **Browse** button to select the file to attach.

Add Bid Attachments (optional)

DOCUMENT2.txt Remove
Type: General - Unsealed (Unsealed) ▾

Type: General - Unsealed (Unsealed) ▾

Attachment types are defined for the bid request in Munis using the Vendor Documents option in the Create Bids program.




The screenshot shows the 'Create Bids - Munis' application interface. The 'Vendor Documents' menu option is highlighted with a red box and a red arrow pointing to the 'Bid Attachment Types - Munis' window. The 'Bid Attachment Types - Munis' window displays a table of attachment types for bid number 13, titled 'BID FOR PAPER PRODUCTS'.

Select	Type	Description	Sealed
<input type="checkbox"/>	General - Sealed	General Vendor Attachment	<input checked="" type="checkbox"/>
<input type="checkbox"/>	General - Unsealed	General Vendor Attachment	<input type="checkbox"/>

Below the table is an 'Attachment Notes' section with a text area for notes.

Vendors can modify or cancel their bid quote by clicking the buttons on the Make Bid – Review page. When the quote is complete and ready for submission, the vendor must click **Submit Bid**.



ABC SUPPLY COMPANY ▾
 Resources ▾

Make Bid

Review

My Bid ID: vssuser

Requirements status: Incomplete

Commodity	Description	Quantity	UOM	Bid/Unit	Total
100		0.00	EACH	\$1.00	\$0.00
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	\$5.00	\$487.50
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	\$1.00	\$111.00
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	\$15.00	\$1,500.00

TOTAL BID \$2,098.50
includes freight, handling, and discount

** All commodities require a bid price.

File name	Date uploaded
File01.txt	4/4/2013
DOCUMENT1.txt	9/4/2013

[Add Bid Attachments \(optional\)](#)

DOCUMENT2.txt [Remove](#) Type: General - Unsealed (Unsealed) ▾

Browse... Type: General - Unsealed (Unsealed) ▾

Submit Bid

Modify

Cancel

Home

Vendor Self Service

My Profile

1099

Bids

My Bids

Checks

Invoices

Purchase Orders

After the bid is submitted, VSS displays the Make Bid – Confirmation page. The page contains the updated bid information. The vendor can make changes to their bid until the bid reaches a status of 8 – Awarding in Munis. Once a bid has been awarded, vendor quotes cannot be edited in VSS for that bid. It is recommended that the vendor print the confirmation page for their records.

The Make Bid – Confirmation page also displays the updated Requirement Status and attached files.



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Resources ▾

Make Bid

Confirmation

Thank you. Your bid has been saved however it is incomplete. You must log back in and complete your bid by the response due by date of 10/10/2020 12:00 PM.

You may want to print this page for your records. You will also receive an e-mail confirmation

Bid Number	12
Description	BID FOR CONTAINERS
My Bid ID	vssuser
Requirements status	Incomplete

Commodity	Description	Quantity	UOM	Bid/Unit	Total
100		0.00	EACH	No bid	0.00
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	\$35.00	\$3,500.00
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	No bid	0.00
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	No bid	0.00

** All commodities require a bid price.

TOTAL BID \$3,500.00
includes freight, handling, and discount

Bid Vendor General - Unsealed (Unsealed) Attachments

There are no attachments to display for this attachment type

Bid Vendor General - Sealed (Sealed) Attachments

There are no attachments to display for this attachment type

You can now ...

- [Make changes to your bid](#)
- [Search for other Bids](#)
- [Review your Profile](#)

[Home](#)

[Vendor Self Service](#)

[My Profile](#)

1099

Bids

[My Bids](#)

[New Search](#)

[Return to Results](#)

[Checks](#)

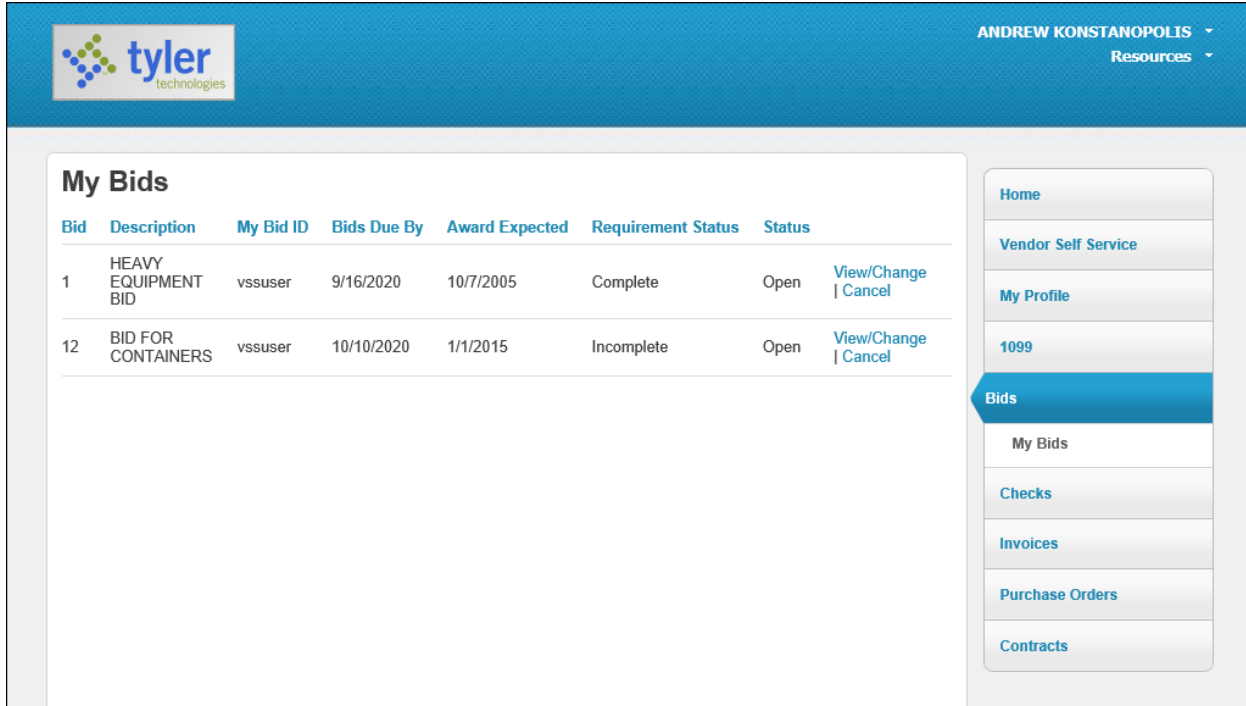
[Invoices](#)

[Purchase Orders](#)

[Contracts](#)

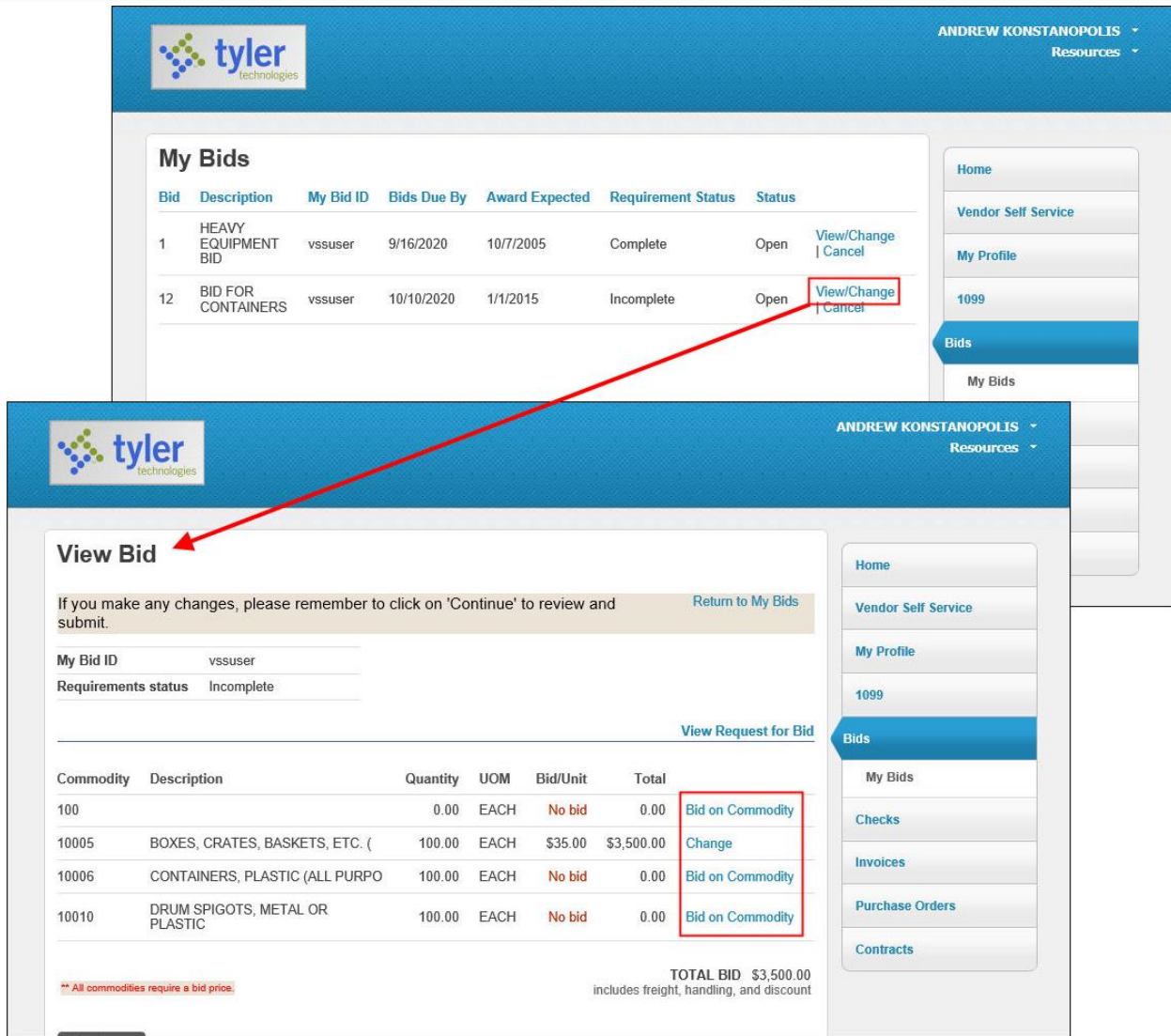
MY BIDS

The My Bids page contains a listing of all bids submitted by the vendor, and it provides links that allow the vendor to view, change, or cancel their bids. The page is accessed by clicking **My Bids** on the navigation menu. Vendors sort the list of bids by clicking the title of the column by which to sort the information.



Bid	Description	My Bid ID	Bids Due By	Award Expected	Requirement Status	Status	
1	HEAVY EQUIPMENT BID	vssuser	9/16/2020	10/7/2005	Complete	Open	View/Change Cancel
12	BID FOR CONTAINERS	vssuser	10/10/2020	1/1/2015	Incomplete	Open	View/Change Cancel

If the vendor clicks the **View/Change** link, VSS displays the View Bid Page. This page displays the bid details and contains Change links for each commodity on the bid. The Change links are not available if the Vendor Response Due date for the bid record has passed or no date has been entered in the Munis Create Bids program.



My Bids

Bid	Description	My Bid ID	Bids Due By	Award Expected	Requirement Status	Status	
1	HEAVY EQUIPMENT BID	vssuser	9/16/2020	10/7/2005	Complete	Open	View/Change Cancel
12	BID FOR CONTAINERS	vssuser	10/10/2020	1/1/2015	Incomplete	Open	View/Change Cancel

View Bid

If you make any changes, please remember to click on 'Continue' to review and submit. [Return to My Bids](#)

My Bid ID: vssuser
Requirements status: Incomplete

[View Request for Bid](#)

Commodity	Description	Quantity	UOM	Bid/Unit	Total	
100		0.00	EACH	No bid	0.00	Bid on Commodity
10005	BOXES, CRATES, BASKETS, ETC. (100.00	EACH	\$35.00	\$3,500.00	Change
10006	CONTAINERS, PLASTIC (ALL PURPO	100.00	EACH	No bid	0.00	Bid on Commodity
10010	DRUM SPIGOTS, METAL OR PLASTIC	100.00	EACH	No bid	0.00	Bid on Commodity

** All commodities require a bid price.


TOTAL BID \$3,500.00
includes freight, handling, and discount

Clicking **Cancel** for a bid on the My Bids page causes VSS to display a confirmation message. The vendor must click **OK** to confirm the cancellation.

My Bids

Bid	Description	My Bid ID	Bids Due By	Award Expected	Status	
1	HEAVY EQUIPMENT BID	vssuser	9/16/2020	10/7/2005	Open	View/Change Cancel
12	BID FOR CONTAINERS	vssuser	10/10/2020	1/1/2015	Open	View/Change Cancel
18	BID 18	vssuser			Open	View Cancel
910	AMUSEMENT ENTERTAINMENT				Open	View Cancel

Message from webpage



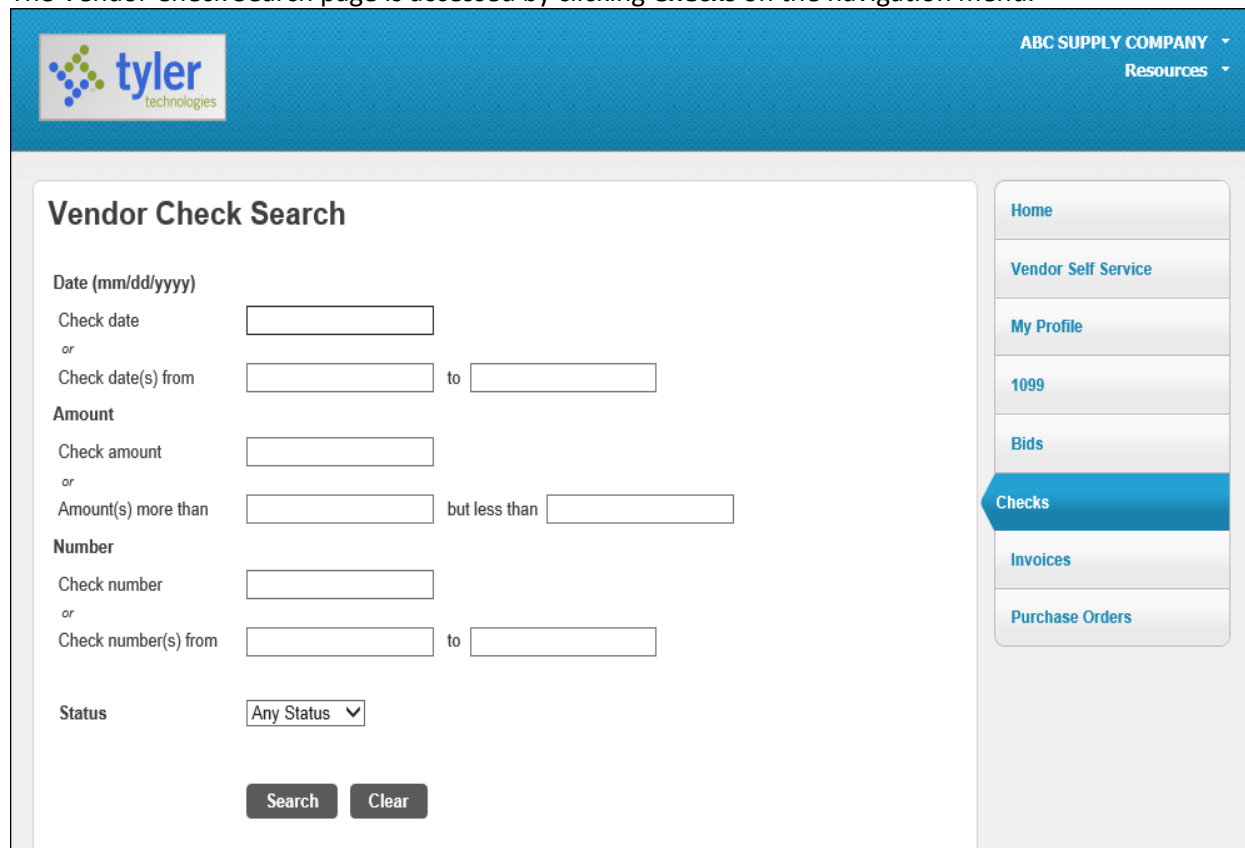
Are you sure you want to delete this Bid? Click 'OK' to continue or 'Cancel' to abort.

OK

Cancel

CHECKS

The Vendor Check Search page is accessed by clicking **Checks** on the navigation menu.



The screenshot shows the Vendor Check Search page. The header is blue with the Tyler Technologies logo on the left and 'ABC SUPPLY COMPANY' and 'Resources' on the right. The main content area is white and contains the search form. The right sidebar is light gray and contains a navigation menu with links: Home, Vendor Self Service, My Profile, 1099, Bids, Checks (highlighted in blue), Invoices, and Purchase Orders.

Vendor Check Search

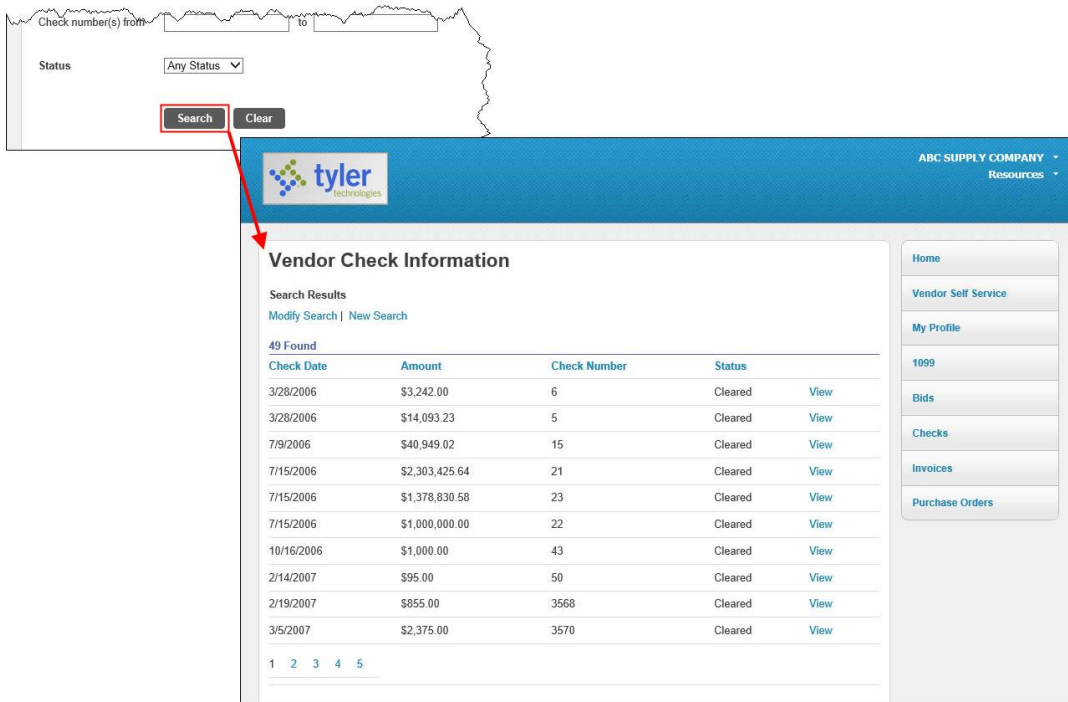
Date (mm/dd/yyyy)
 Check date
 or
 Check date(s) from to

Amount
 Check amount
 or
 Amount(s) more than but less than

Number
 Check number
 or
 Check number(s) from to

Status

The page provides fields that are used to search for checks issued to you by the City. Completing the fields and clicking **Search** opens the Vendor Check Information page, which lists the checks that meet your search criteria.



Check number(s) from to

Status

Search **Clear**

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Vendor Check Information

Search Results
[Modify Search](#) | [New Search](#)

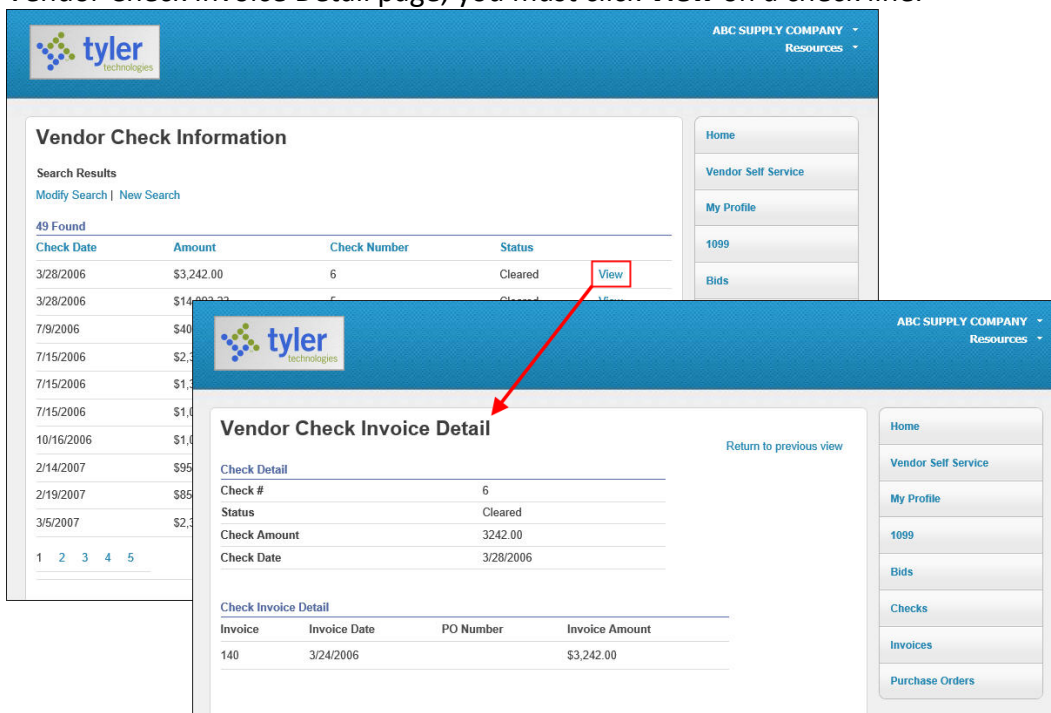
49 Found

Check Date	Amount	Check Number	Status	
3/28/2006	\$3,242.00	6	Cleared	View
3/28/2006	\$14,093.23	5	Cleared	View
7/9/2006	\$40,949.02	15	Cleared	View
7/15/2006	\$2,303,425.64	21	Cleared	View
7/15/2006	\$1,378,830.58	23	Cleared	View
7/15/2006	\$1,000,000.00	22	Cleared	View
10/16/2006	\$1,000.00	43	Cleared	View
2/14/2007	\$95.00	50	Cleared	View
2/19/2007	\$855.00	3568	Cleared	View
3/5/2007	\$2,375.00	3570	Cleared	View

1 2 3 4 5

Home
 Vendor Self Service
 My Profile
 1099
 Bids
 Checks
 Invoices
 Purchase Orders

Clicking **Modify Search** or **New Search** returns you to the Vendor Check Search page. The listing of checks can be sorted by clicking a column title. The page refreshes to display additional checks in the list when you click a page number at the bottom of the screen. To view details about the check on the Vendor Check Invoice Detail page, you must click **View** on a check line.



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Vendor Check Information

Search Results
[Modify Search](#) | [New Search](#)

49 Found

Check Date	Amount	Check Number	Status	
3/28/2006	\$3,242.00	6	Cleared	View
3/28/2006	\$14,093.23	5	Cleared	View
7/9/2006	\$40,949.02	15	Cleared	View
7/15/2006	\$2,303,425.64	21	Cleared	View
7/15/2006	\$1,378,830.58	23	Cleared	View
7/15/2006	\$1,000,000.00	22	Cleared	View
10/16/2006	\$1,000.00	43	Cleared	View
2/14/2007	\$95.00	50	Cleared	View
2/19/2007	\$855.00	3568	Cleared	View
3/5/2007	\$2,375.00	3570	Cleared	View

1 2 3 4 5

Home
 Vendor Self Service
 My Profile
 1099
 Bids
 Checks
 Invoices
 Purchase Orders

Vendor Check Invoice Detail

[Return to previous view](#)

Check Detail

Check #	6
Status	Cleared
Check Amount	3242.00
Check Date	3/28/2006

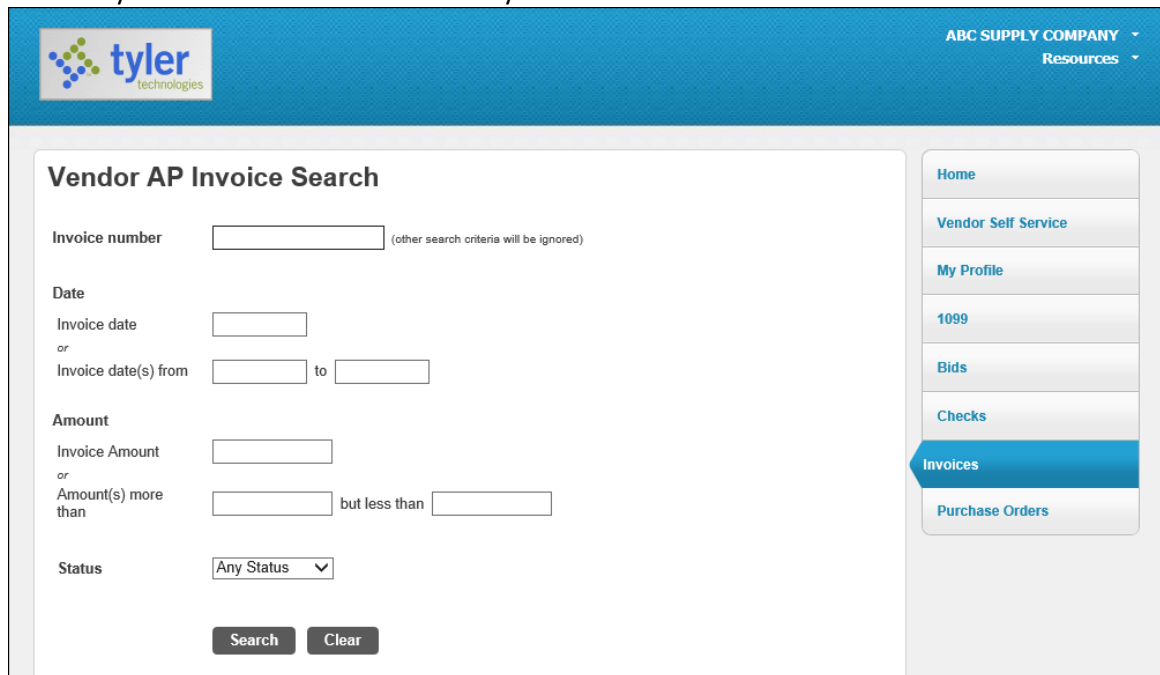
Check Invoice Detail

Invoice	Invoice Date	PO Number	Invoice Amount
140	3/24/2006		\$3,242.00

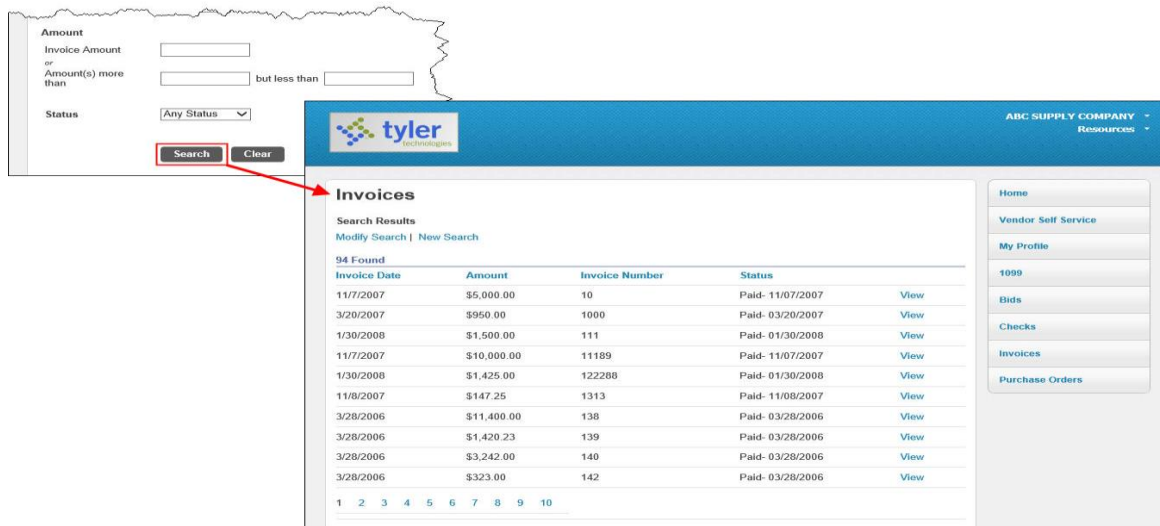
Home
 Vendor Self Service
 My Profile
 1099
 Bids
 Checks
 Invoices
 Purchase Orders

INVOICES

Clicking **Invoices** on the navigation menu opens the Vendor AP Invoice Search page. This page provides you with the ability to search for invoices in the City's Munis database.



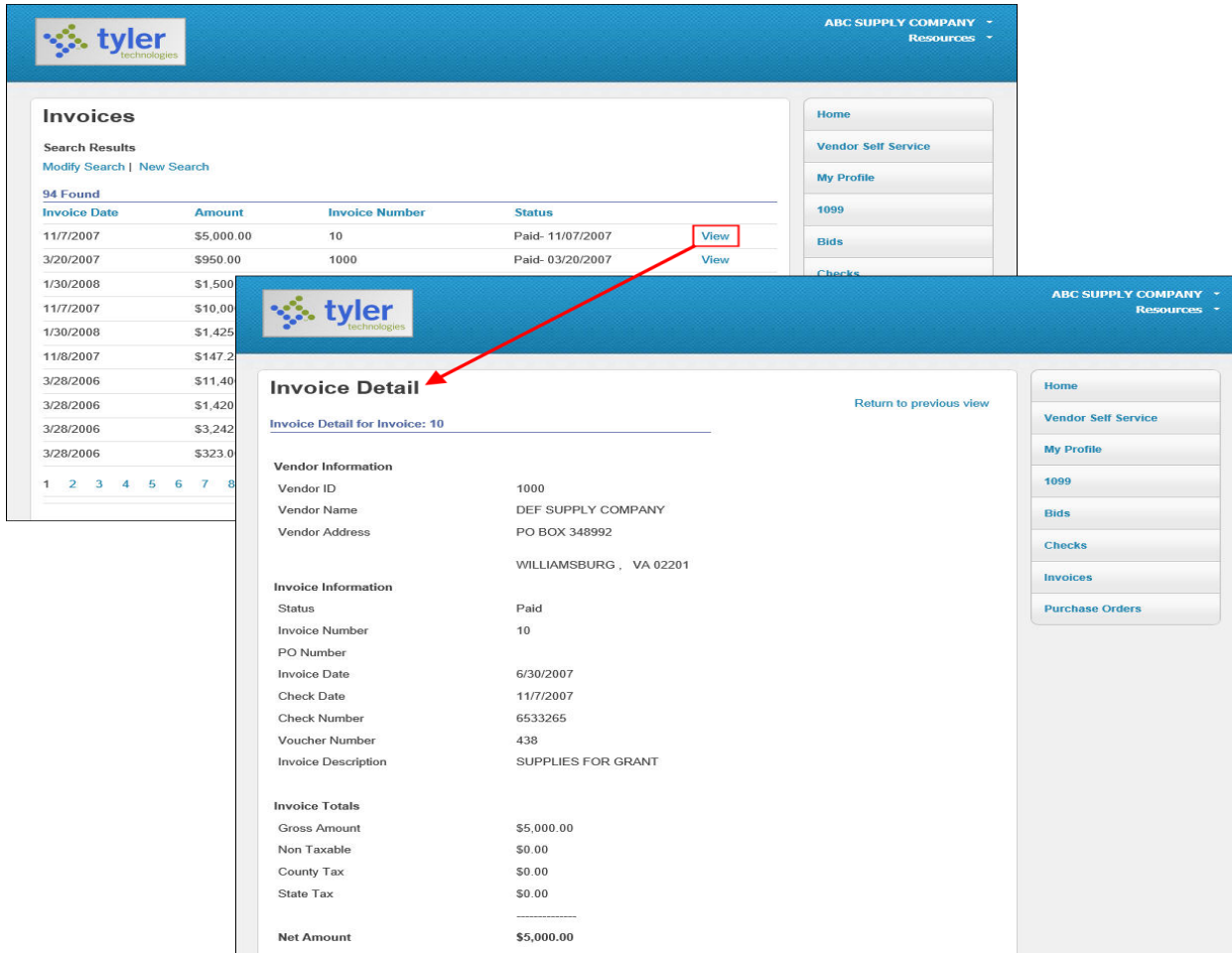
You complete the boxes on the page, and then click **Search** to find invoices that match search criteria. VSS displays the search results on the Invoices page.



Invoice Date	Amount	Invoice Number	Status	
11/7/2007	\$5,000.00	10	Paid- 11/07/2007	View
3/20/2007	\$950.00	1000	Paid- 03/20/2007	View
1/30/2008	\$1,500.00	111	Paid- 01/30/2008	View
11/7/2007	\$10,000.00	11189	Paid- 11/07/2007	View
1/30/2008	\$1,425.00	122288	Paid- 01/30/2008	View
11/8/2007	\$147.25	1313	Paid- 11/08/2007	View
3/28/2006	\$11,400.00	138	Paid- 03/28/2006	View
3/28/2006	\$1,420.23	139	Paid- 03/28/2006	View
3/28/2006	\$3,242.00	140	Paid- 03/28/2006	View
3/28/2006	\$323.00	142	Paid- 03/28/2006	View

The Modify Search and New Search links return you to the Vendor AP Invoice Search page. Clicking a column title sorts the list of invoices by that column's values. You may view additional invoices by clicking the page

numbers. When clicked, the **View** link opens the Invoice Detail page, which is an inquiry-only display of invoice data.



Invoices

Search Results
[Modify Search](#) | [New Search](#)

94 Found

Invoice Date	Amount	Invoice Number	Status	
11/7/2007	\$5,000.00	10	Paid- 11/07/2007	View
3/20/2007	\$950.00	1000	Paid- 03/20/2007	View
1/30/2008	\$1,500			
11/7/2007	\$10.00			
1/30/2008	\$1,425			
11/8/2007	\$147.2			
3/28/2006	\$11.40			
3/28/2006	\$1,420			
3/28/2006	\$3,242			
3/28/2006	\$323.0			

1 2 3 4 5 6 7 8

Invoice Detail

[Return to previous view](#)

Invoice Detail for Invoice: 10

Vendor Information

Vendor ID: 1000
 Vendor Name: DEF SUPPLY COMPANY
 Vendor Address: PO BOX 348992
 WILLIAMSBURG, VA 02201

Invoice Information

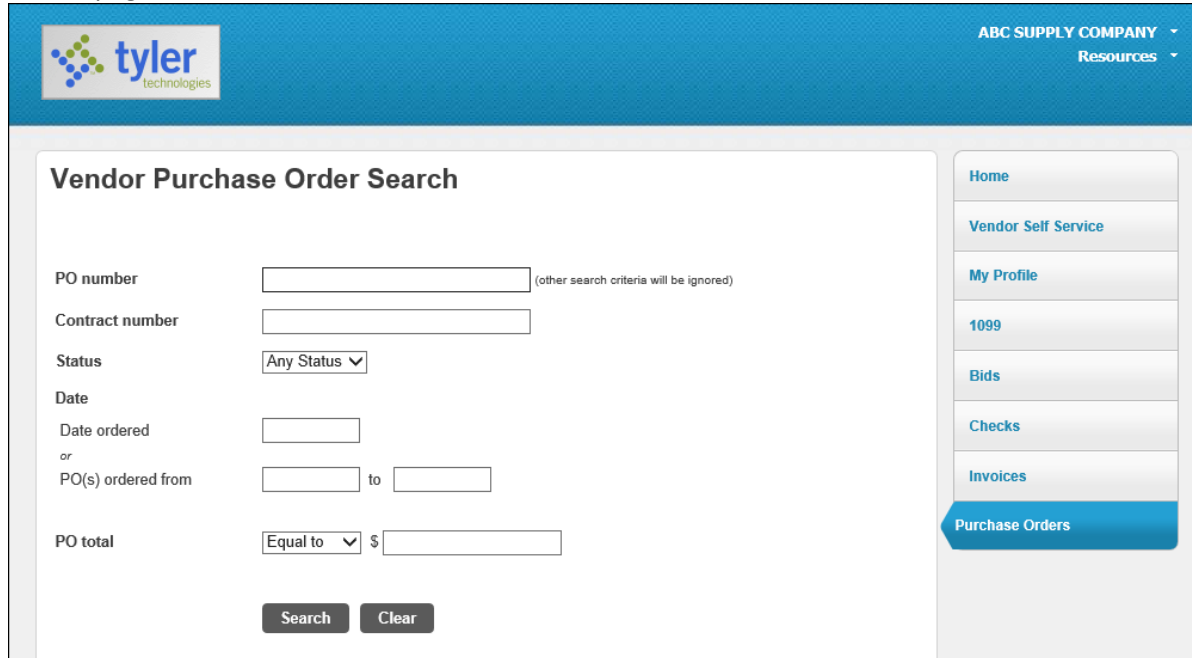
Status: Paid
 Invoice Number: 10
 PO Number:
 Invoice Date: 6/30/2007
 Check Date: 11/7/2007
 Check Number: 6533265
 Voucher Number: 438
 Invoice Description: SUPPLIES FOR GRANT

Invoice Totals

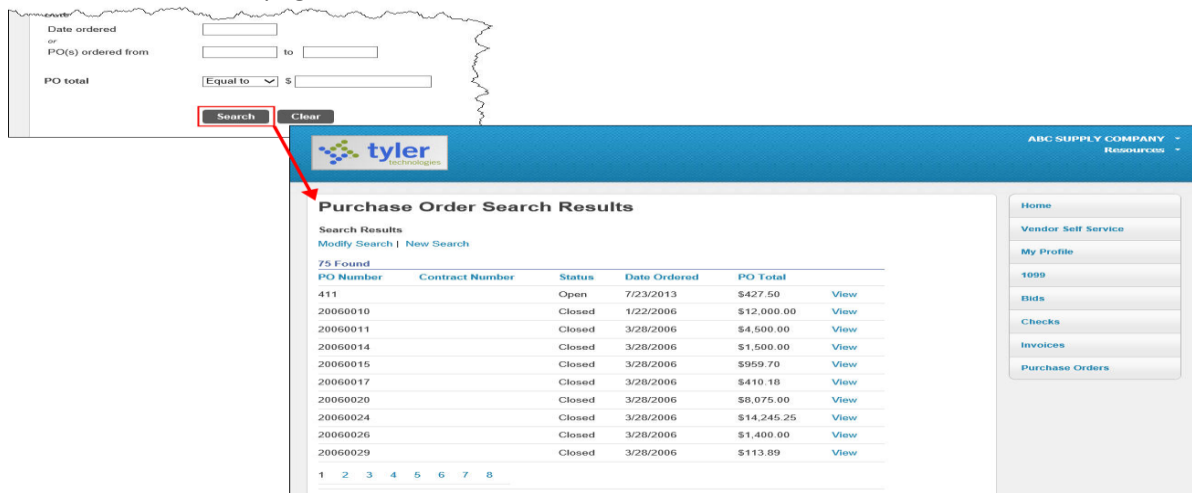
Gross Amount: \$5,000.00
 Non Taxable: \$0.00
 County Tax: \$0.00
 State Tax: \$0.00
 Net Amount: \$5,000.00

PURCHASE ORDERS

When you click the **Purchase Orders** option on the navigation menu, VSS opens the Vendor Purchase Order Search page.




Complete the fields on the page, and then click **Search** causes VSS to display the search results on the Purchase Order Search Results page.



PO Number	Contract Number	Status	Date Ordered	PO Total	View
411		Open	7/23/2013	\$427.50	View
20060010		Closed	1/22/2006	\$12,000.00	View
20060011		Closed	3/28/2006	\$4,500.00	View
20060014		Closed	3/28/2006	\$1,500.00	View
20060015		Closed	3/28/2006	\$959.70	View
20060017		Closed	3/28/2006	\$410.18	View
20060020		Closed	3/28/2006	\$8,075.00	View
20060024		Closed	3/28/2006	\$14,245.25	View
20060026		Closed	3/28/2006	\$1,400.00	View
20060029		Closed	3/28/2006	\$113.89	View

The Modify Search and New Search links return you to the Vendor Purchase Order Search page. Clicking a column title sorts the list of purchase orders by that column's values. You may view additional purchase orders by clicking the page numbers. When clicked, the **View** link opens the Purchase Order Detail page, which is an inquiry-only display of purchase order information.



ABC SUPPLY COMPANY ▾
Resources ▾

Purchase Order Search Results

Search Results
[Modify Search](#) | [New Search](#)

75 Found

PO Number	Contract Number	Status	Date Ordered	PO Total	
411		Open	7/23/2013	\$427.50	View
20060010		Closed	1/22/2006	\$12,000.00	View
20060011		Closed	3/28/2006	\$4,500.00	View

Home

Vendor Self Service

My Profile

1099

Bids

Checks



ABC SUPPLY COMPANY ▾
Resources ▾

Purchase Order Detail

[Return to previous view](#)

Purchase Order Detail

PO #: 411 FY2009

Vendor

ABC SUPPLY COMPANY
100 MAIN STREET
BOSTON, MA 02201

Bill To	Ship To
2033 SUGAR GROVE AVE	2033 SUGAR GROVE AVE
FALMOUTH, ME 04105	FALMOUTH, ME 04105

Phone Numbers	Reference
Tel# 617-234-1234 Fax# 617-234-2321	Contract: Requisition: 0

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
7/23/2013	1000			FINANCE DEPARTMENT

Line	Description	Unit	Qty	Unit Price	Net Price
1	ITEMS	EACH	900.00	\$0.50	\$427.50

*Amount reflects \$22.50 discount

Open Amount	\$427.50
Purchase Order Total	\$427.50

Home

Vendor Self Service

My Profile

1099

Bids

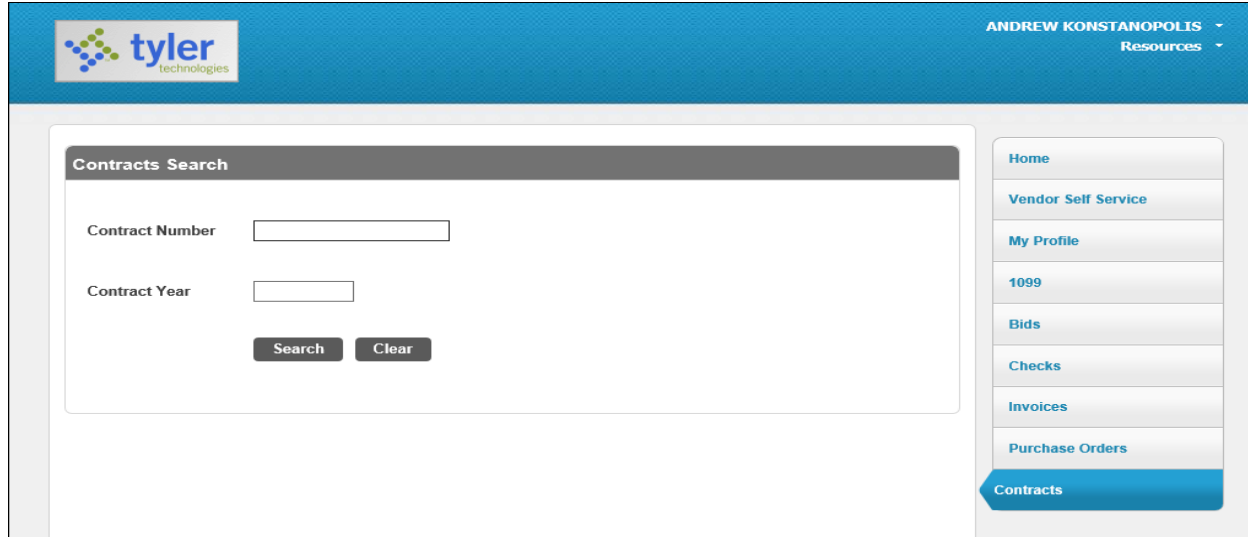
Checks

Invoices

Purchase Orders

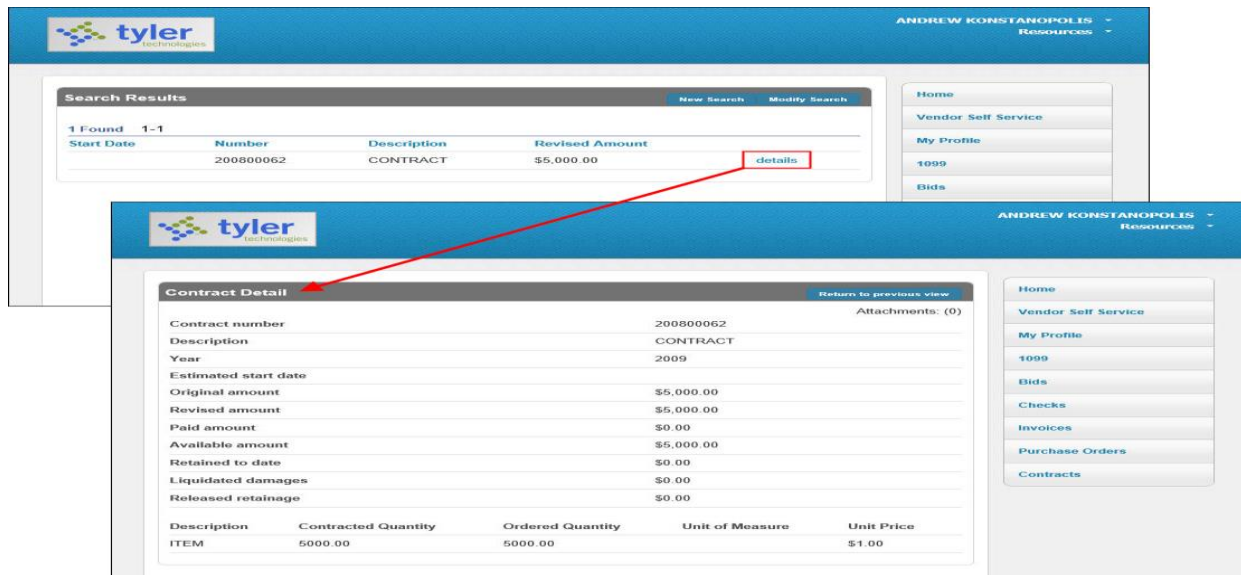
CONTRACTS

When a vendor clicks the **Contracts** option on the navigation menu, VSS opens the Contracts Search page.



Complete the fields on the page, and then clicking **Search** causes VSS to display the search results on the Search Results page.

The Modify Search and New Search links return a vendor to the Contracts Search page. Clicking a column title sorts the list of contracts by that column's values. Vendors view additional contracts by clicking the page numbers. When clicked, the **details** link opens the Contract Detail page, which is an inquiry-only display of contract information.



Search Results

Start Date	Number	Description	Revised Amount	
	200800062	CONTRACT	\$5,000.00	details

Contract Detail

Contract number	200800062			
Description	CONTRACT			
Year	2009			
Estimated start date				
Original amount	\$5,000.00			
Revised amount	\$5,000.00			
Paid amount	\$0.00			
Available amount	\$5,000.00			
Retained to date	\$0.00			
Liquidated damages	\$0.00			
Released retainage	\$0.00			
Description	Contracted Quantity	Ordered Quantity	Unit of Measure	Unit Price
ITEM	5000.00	5000.00		\$1.00